Florida Courts E-Filing Portal

Clerk Filer Manual

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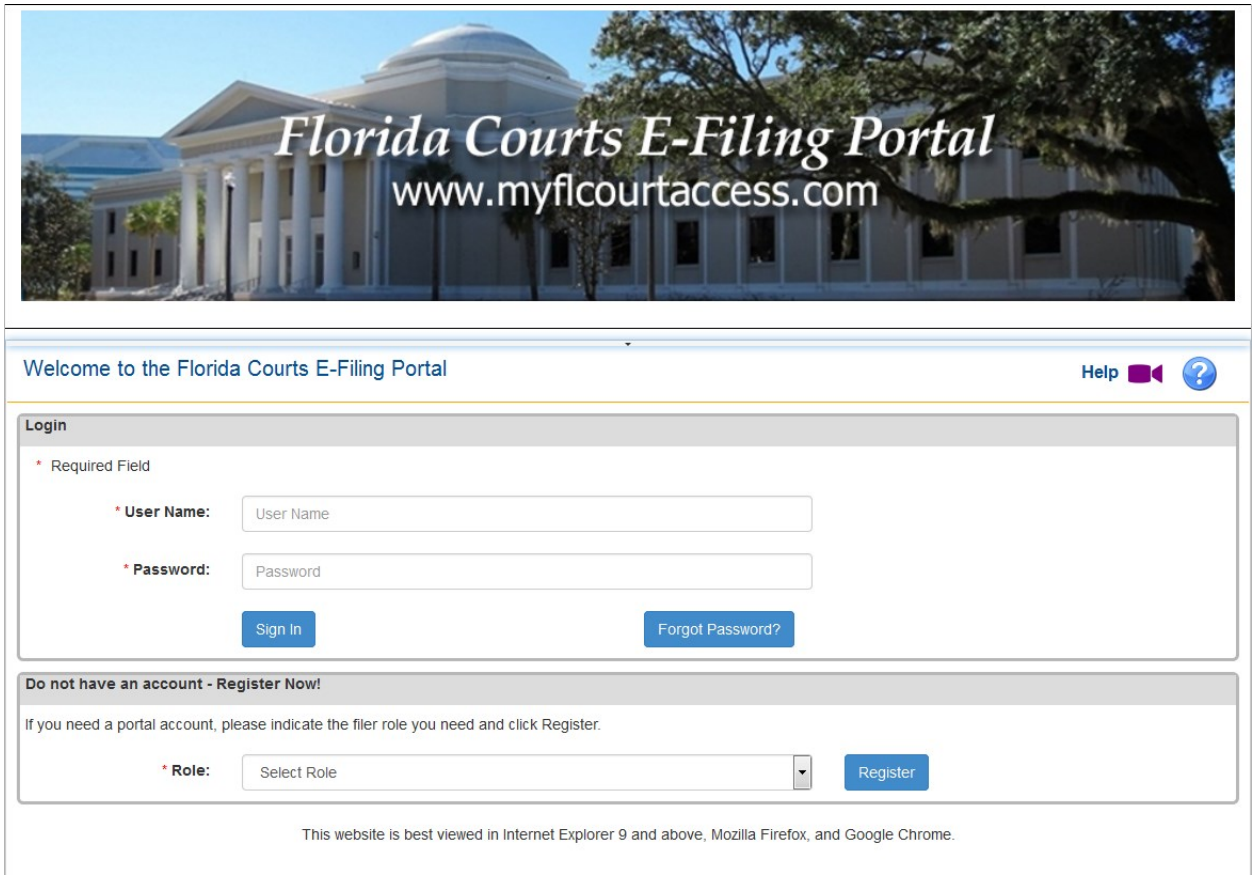
Overview

The Florida Courts E-Filing Portal (Portal) will allow a county, circuit or The Florida Supreme Court to file documents to a case which will allow them to take advantage of the E-service List which will provide service of case documents electronically filed through the Portal.

Clerk Review in the Portal

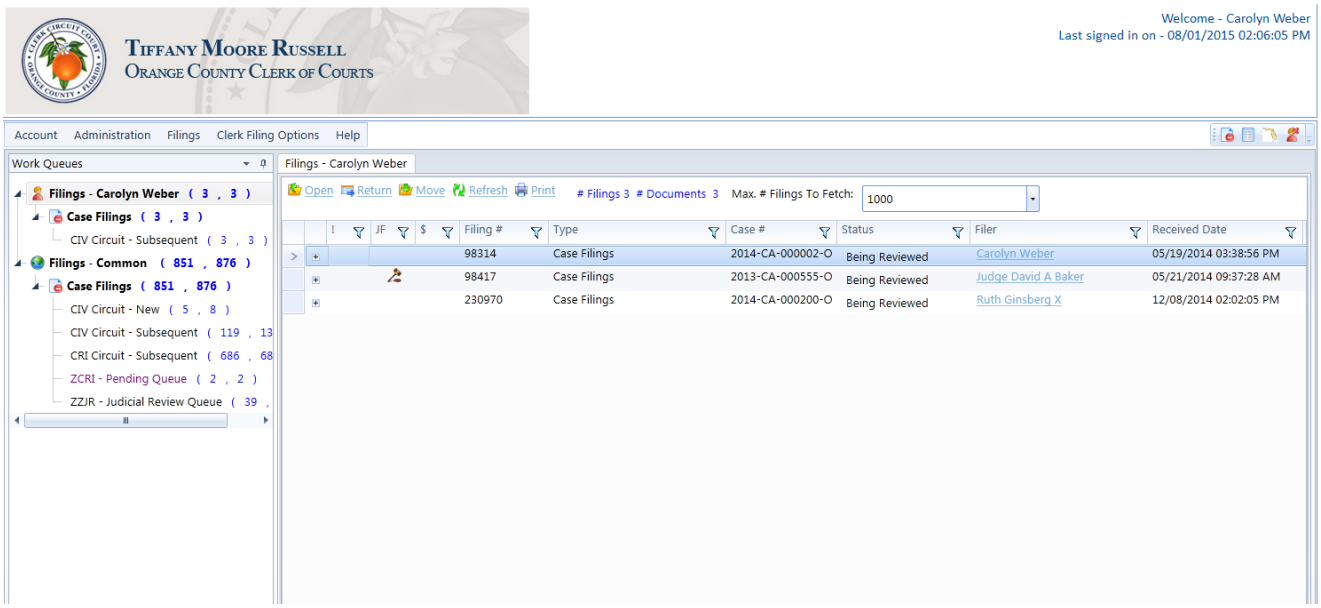
Reviewing Submissions for Filing

Log in to the Portal using your Clerk Review user name and password


Florida Courts E-Filing Portal
www.myflcourtaccess.com
Welcome to the Florida Courts E-Filing Portal
Help
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

Clerk Review Main Page

You will see the main page when you log in as a Clerk to review submissions filed electronically through the Portal.

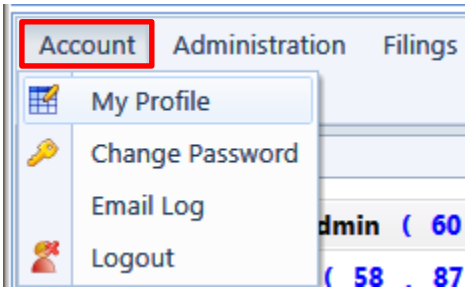


Menu Bar

There are a few items added to the Menu Bar that are now available for the Clerks.

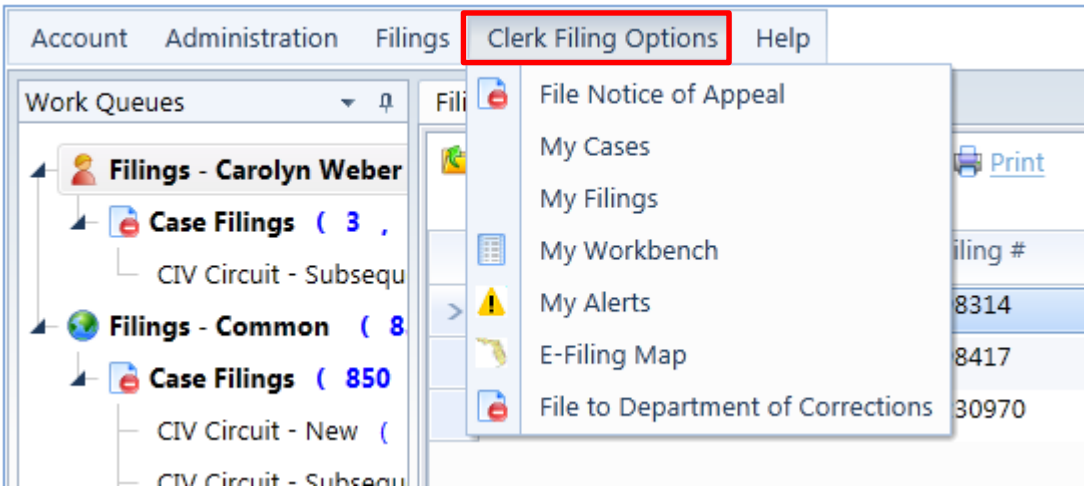
Account

- My Profile
- Change Password
- Email Log



Clerk Filing Options

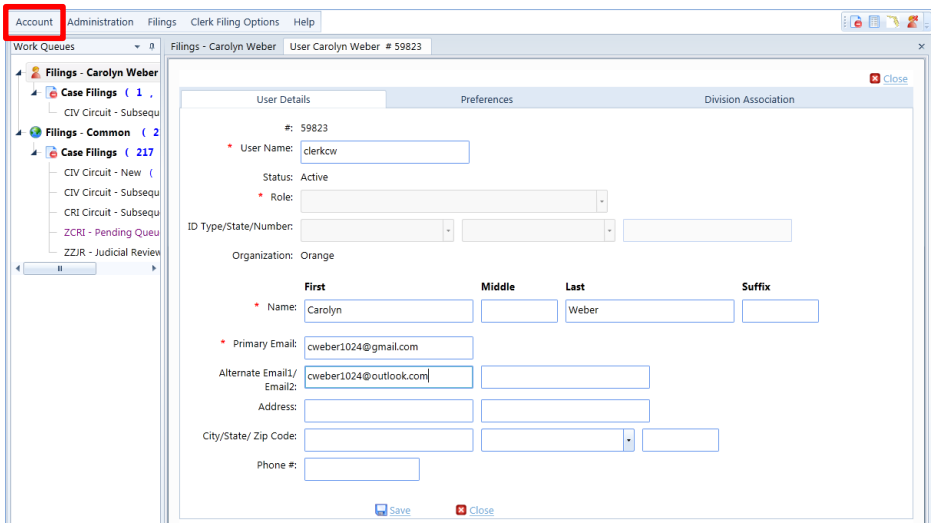
- File Notice of Appeal
- My Cases
- My Filings
- My Workbench
- My Alerts
- E-Filing Map
- File to Department of Corrections [County configurable]



Account Menu

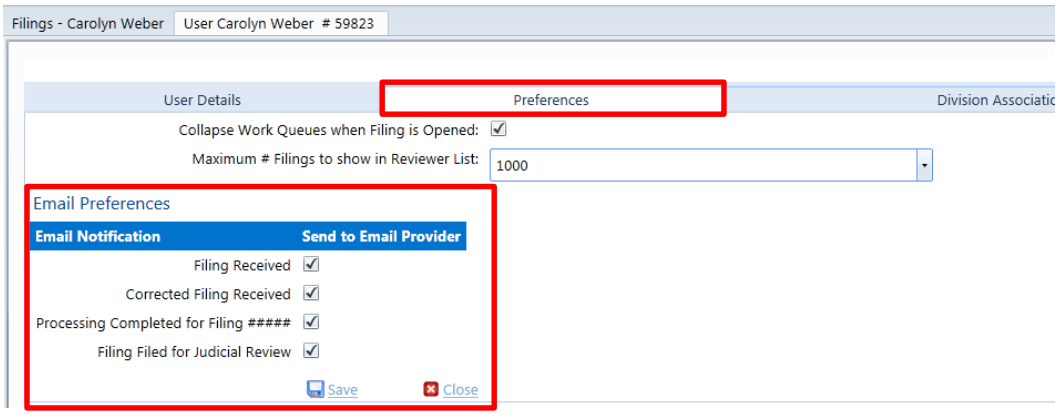
My Profile

The Clerks may access their Profile to review and update any personal information



Email Preferences

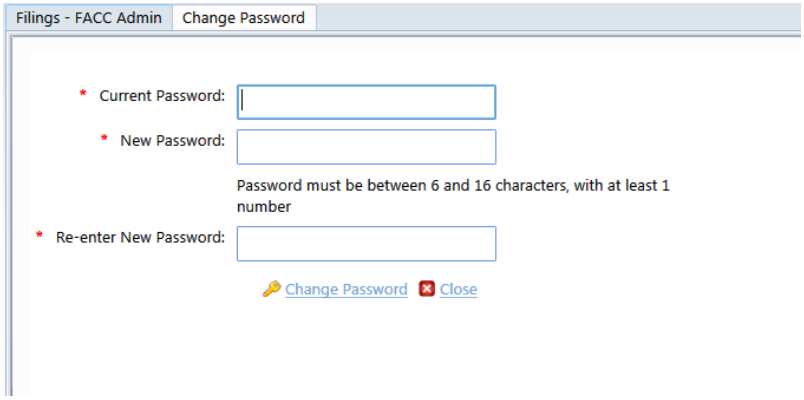
The Clerk may select which Email Notifications they wish to receive. To stop receiving an Email Notification, uncheck the box and then click on Save.



Once saved you will no longer receive the uncheck Email Notifications when you are the E-Filer.

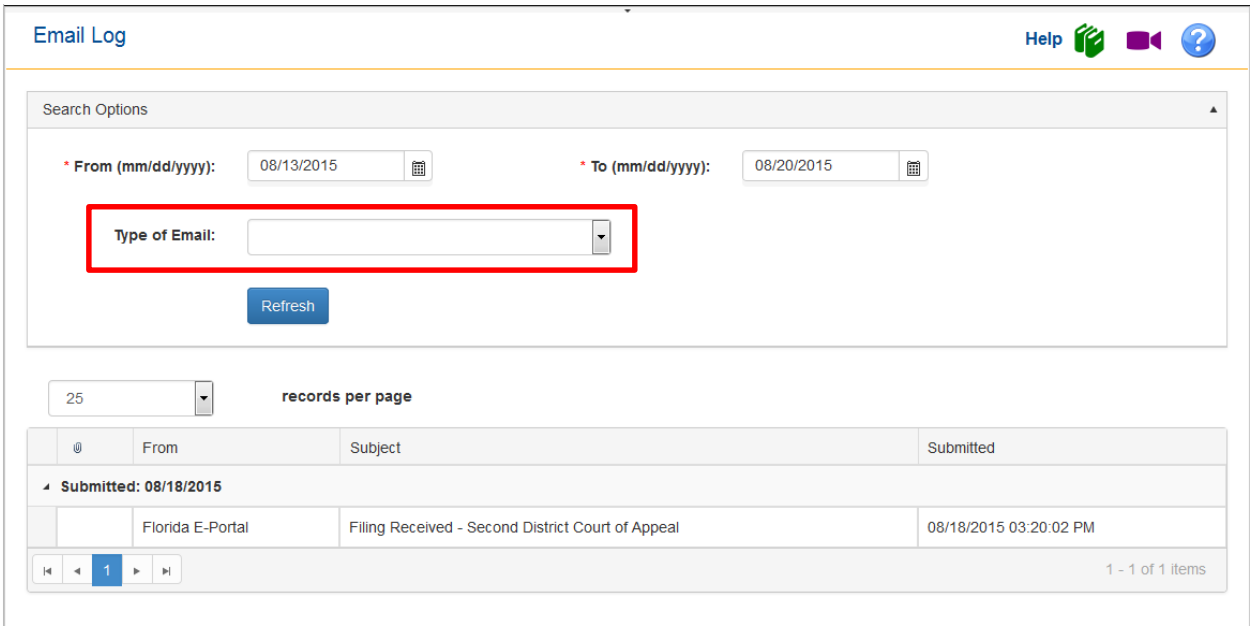
Change Password

To change your password, go to the Account menu on the Menu Bar and select Change Password. Then follow the directions to change your password.

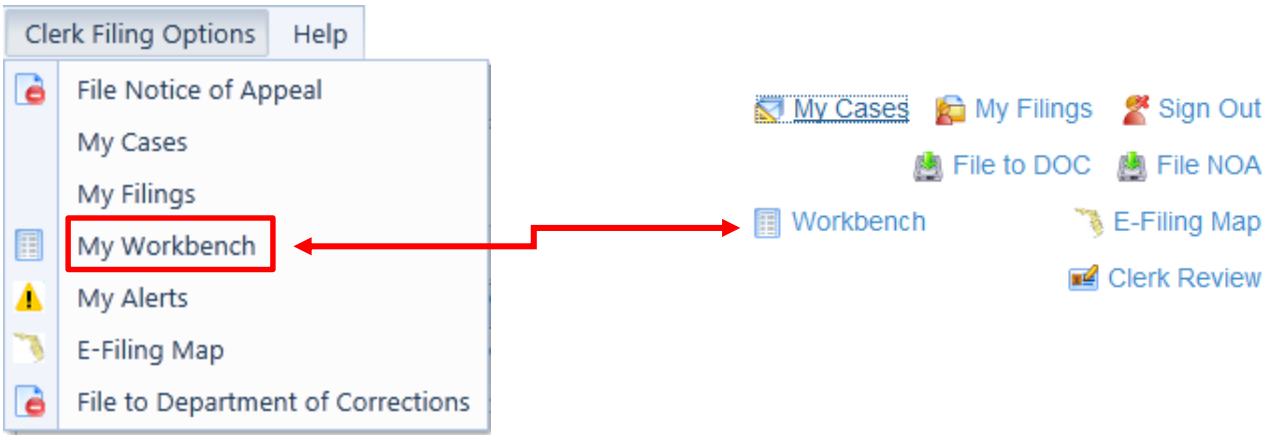

Filings - FACC Admin
Change Password
* Current Password:
* New Password:
Password must be between 6 and 16 characters, with at least 1 number
* Re-enter New Password:
Change Password
Close

Email Log

The Clerk also has access to your Email Log which houses all the email you will also receive in your Email provider account. There is search functionality available should you desire to search by the Subject line field.

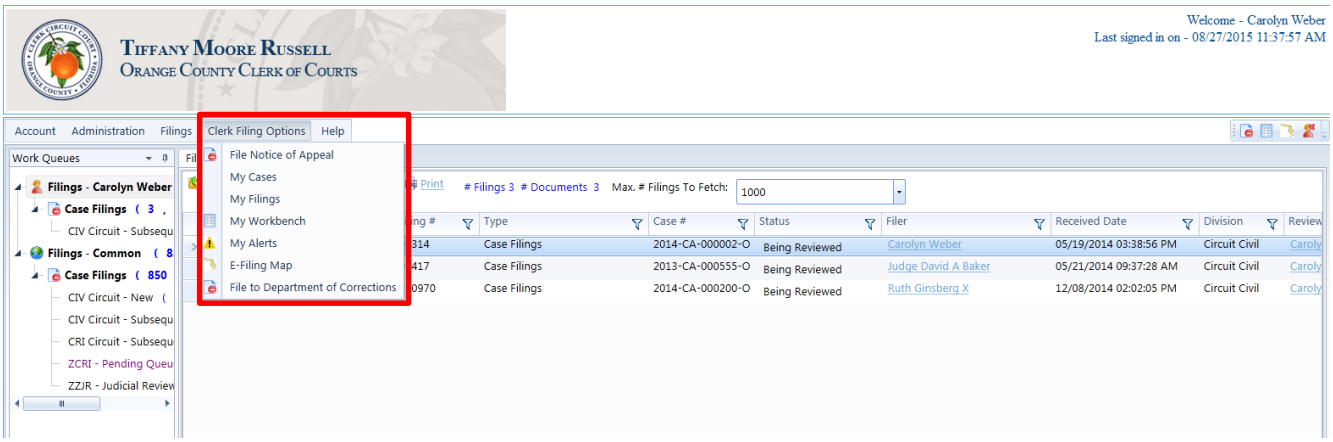


When you are in the Email Log, you are in the Attorney Filer side of the Portal. To get back to the Clerk Review side, from the **Filing Options** menu select **Clerk Review** or select **Clerk Review** from the Quick Links in the upper right hand corner of the page.



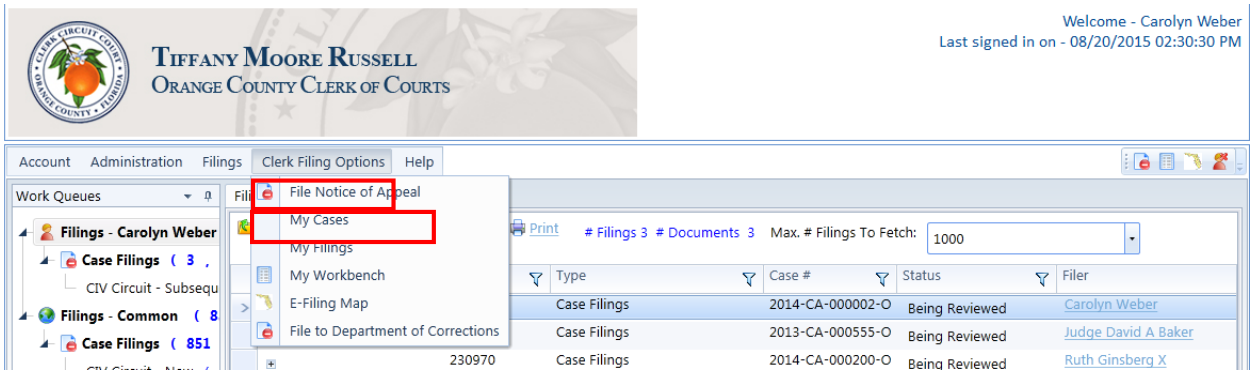
Clerk Filing Options

The next Menu Option is the **Clerk Filing Options**.



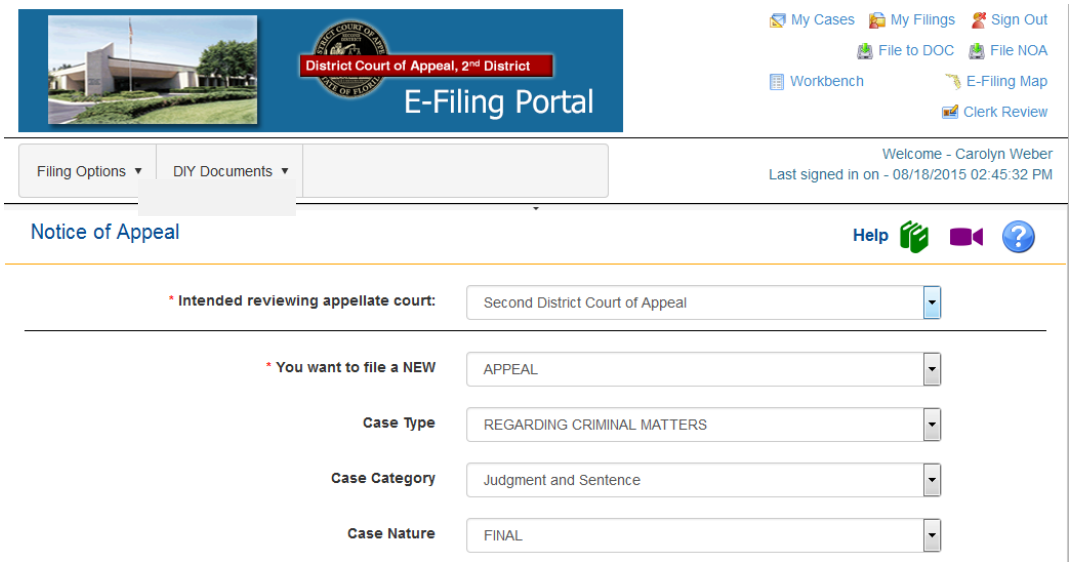
File Notice of Appeal

For the counties that are in the Second District Court of Appeal, you are now able to file your **Notice of Appeal** and other lower court documents to the Second District Court of Appeal. To do so, select from the **Clerk Filing Options** the **File Notice of Appeal** or select the first icon in the Tool Bar on the right hand side of the page. They in turn may file document back into the Trial Court case as well.



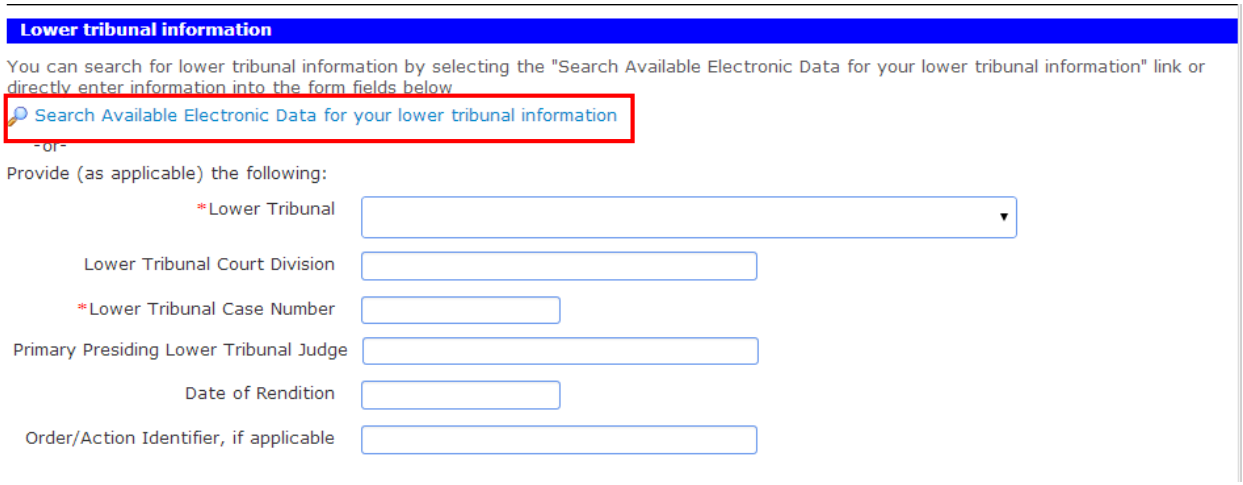
Case Information

That will take you down the File Notice of Appeal filing path and allow you to transmit electronically those documents to the Second District Court of Appeal. Select the intended reviewing appellate court; select the case type you wish to file, designate the case type, case category and case nature by selecting from the dropdowns.

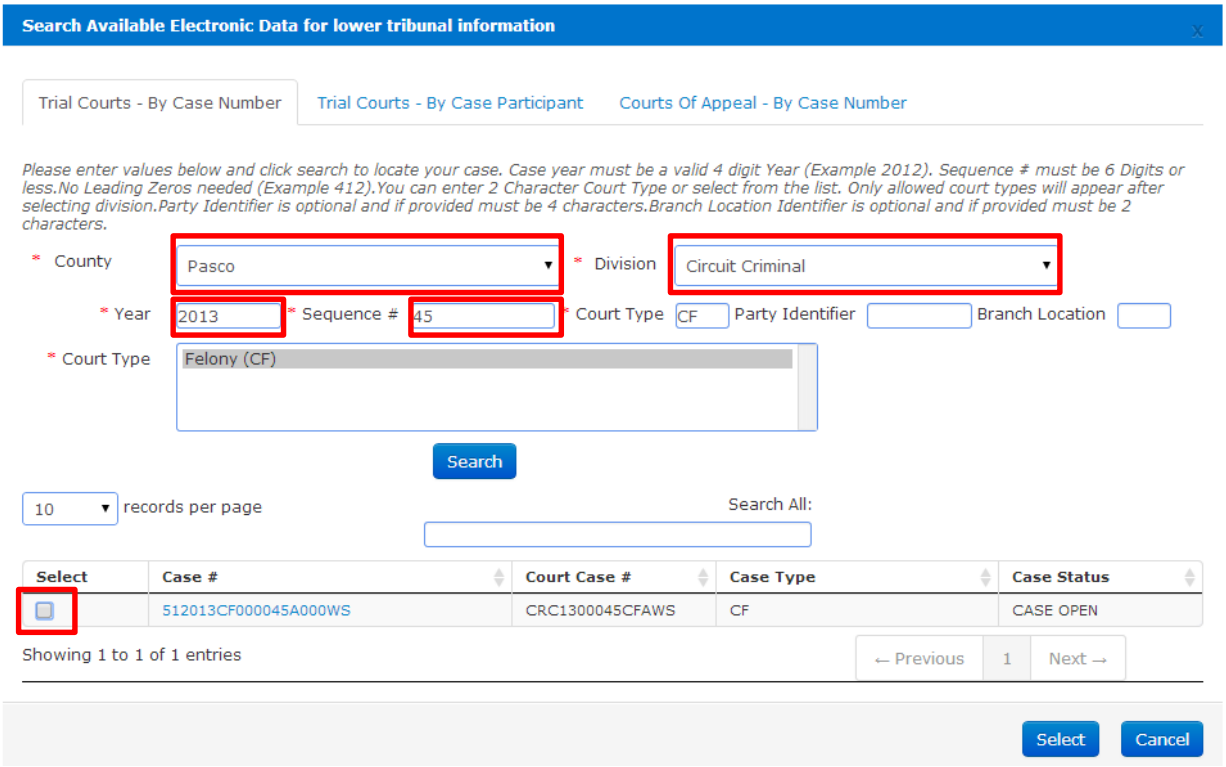


Lower Tribunal Information

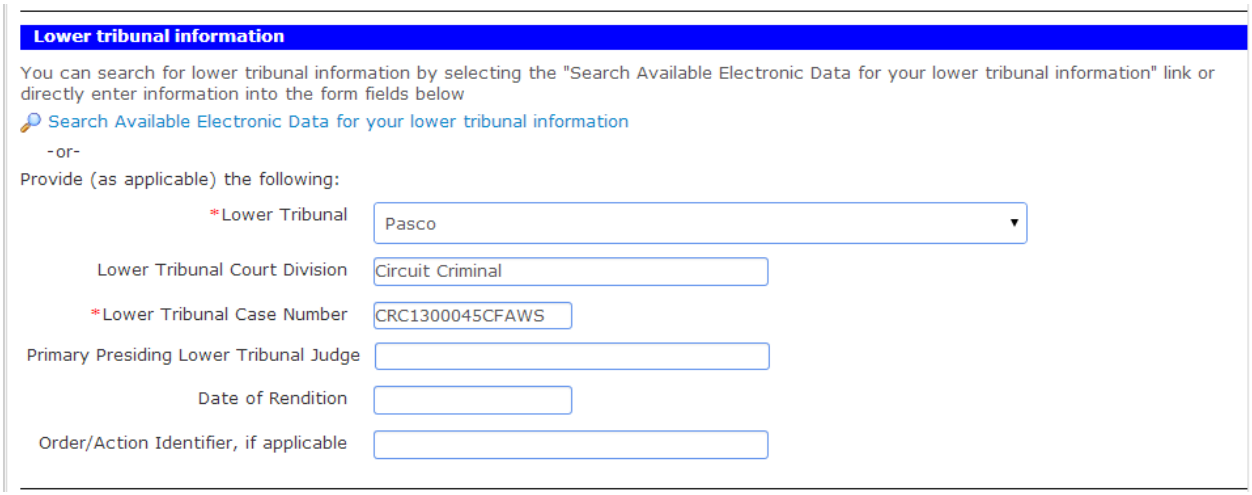
Then provide the Lower Tribunal information. You may select the Search Available Electronic Data for your lower tribunal information link to populate the required fields. Click on the link.


Lower tribunal information
You can search for lower tribunal information by selecting the "Search Available Electronic Data for your lower tribunal information" link or directly enter information into the form fields below
Search Available Electronic Data for your lower tribunal information
-or-
Provide (as applicable) the following:
*Lower Tribunal
Lower Tribunal Court Division
*Lower Tribunal Case Number
Primary Presiding Lower Tribunal Judge
Date of Rendition
Order/Action Identifier, if applicable

Select the County and the Division from the dropdowns. Then type in the case year, sequence number and the court type and then click on Search. The Portal will search the lower tribunal case management system and pull up the information. If you need to verify the case information, click on the Case # link. Then click on Select to add this lower tribunal information to the Notice of Appeal page.

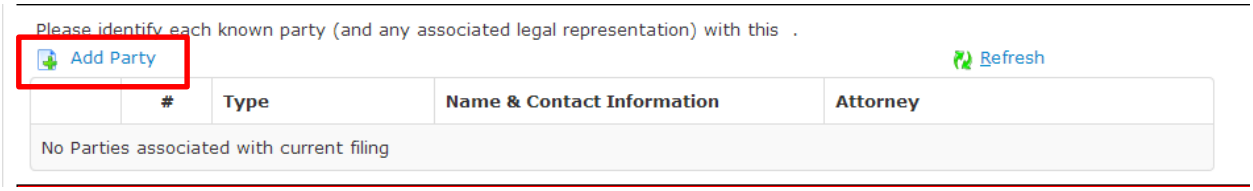

Search Available Electronic Data for lower tribunal information
Trial Courts - By Case Number
Trial Courts - By Case Participant
Courts Of Appeal - By Case Number
Please enter values below and click search to locate your case. Case year must be a valid 4 digit Year (Example 2012). Sequence # must be 6 Digits or less.No Leading Zeros needed (Example 412).You can enter 2 Character Court Type or select from the list. Only allowed court types will appear after selecting division.Party Identifier is optional and if provided must be 4 characters.Branch Location Identifier is optional and if provided must be 2 characters.
* County
Pasco
* Division
Circuit Criminal
* Year
2013
* Sequence #
45
* Court Type
CF
Party Identifier
Branch Location
* Court Type
Felony (CF)
Search
10
records per page
Search All:
Select
Case #
Court Case #
Case Type
Case Status
512013CF000045A000WS
CRC1300045CFAWS
CF
CASE OPEN
Showing 1 to 1 of 1 entries
← Previous
1
Next →
Select
Cancel

It will fill some of the fields in the Lower Tribunal Information section.

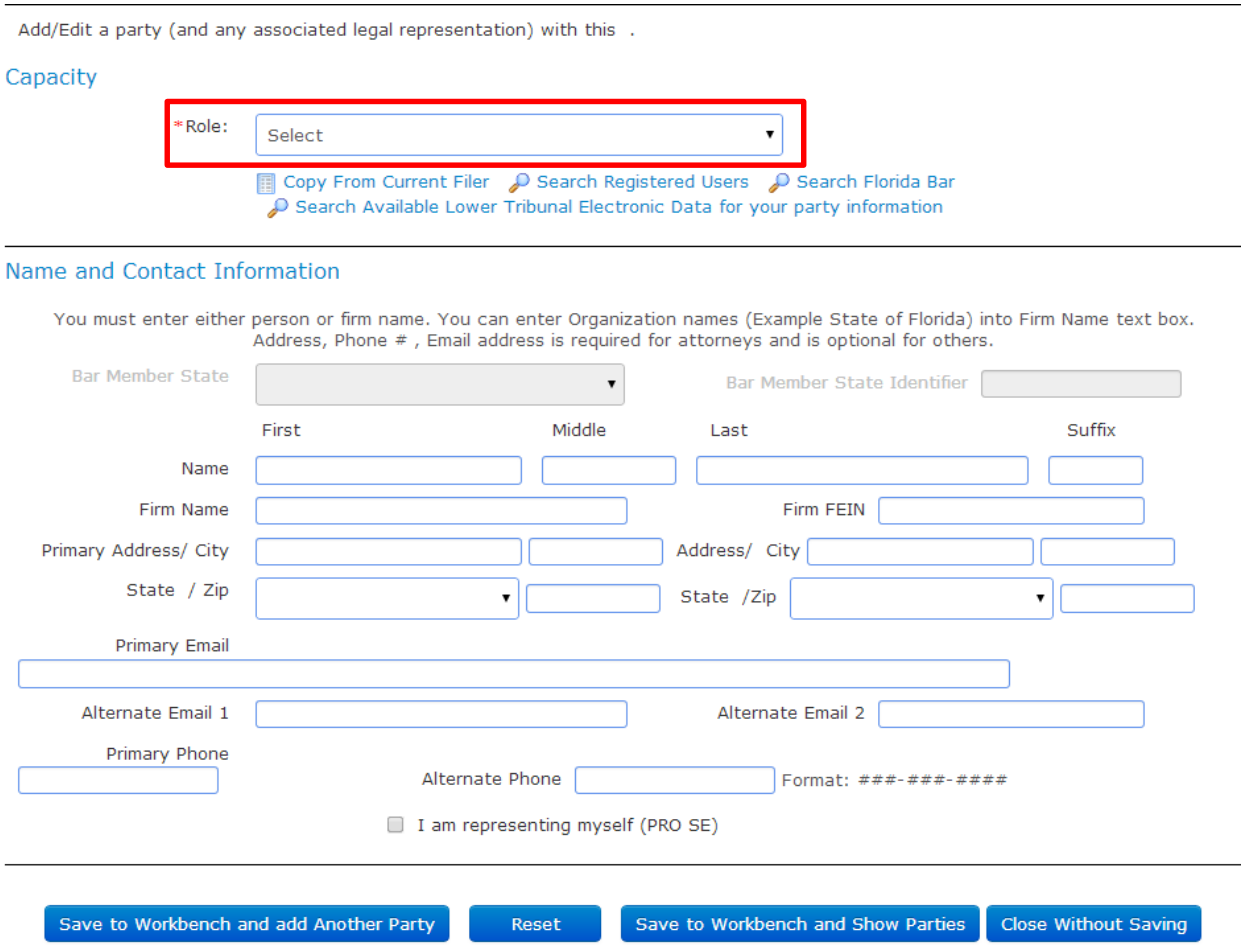

Lower tribunal information
You can search for lower tribunal information by selecting the "Search Available Electronic Data for your lower tribunal information" link or directly enter information into the form fields below
Search Available Electronic Data for your lower tribunal information
-or-
Provide (as applicable) the following:
*Lower Tribunal
Pasco
Lower Tribunal Court Division
Circuit Criminal
*Lower Tribunal Case Number
CRC1300045CFAWS
Primary Presiding Lower Tribunal Judge
Date of Rendition
Order/Action Identifier, if applicable

Add Party Information

Next you will add the Party information. Click on **Add Party**.

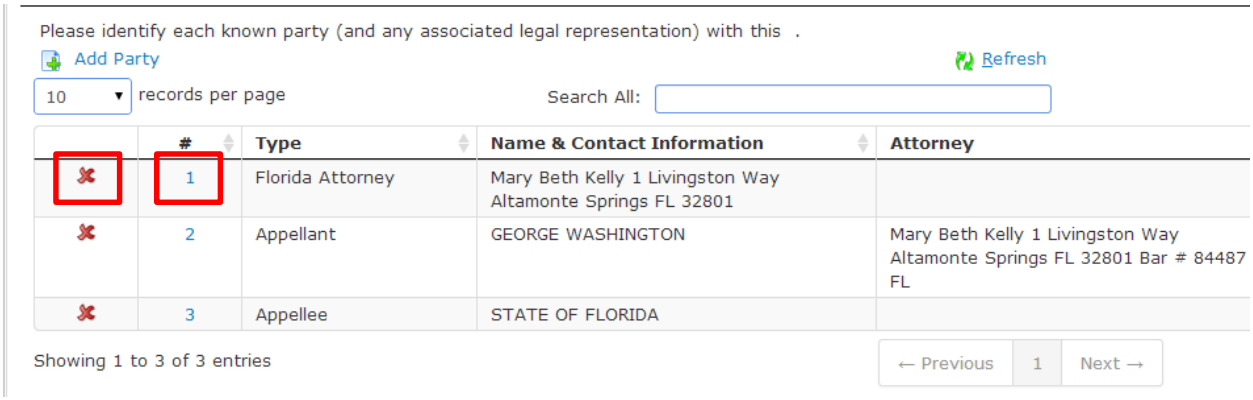


Select the Role by using the drop down.



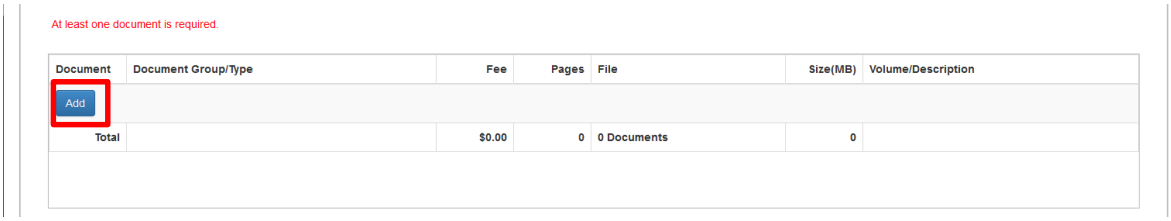
Go through the above page to add the parties to your case. Begin with adding the Florida Attorney who is representing the party filing the Notice of Appeal. Then add the parties and make the designation as to the Florida Attorney filing on behalf of the Appellant. Select "**Save to Workbench and Add Another Party**" as you add all the parties to the case. When done adding all your parties, click on "**Save to Workbench and Show Parties**.

Once added, your parties will appear and you will be able to remove a party by selecting the red X or edit any party information by selecting the number in the "#" column.

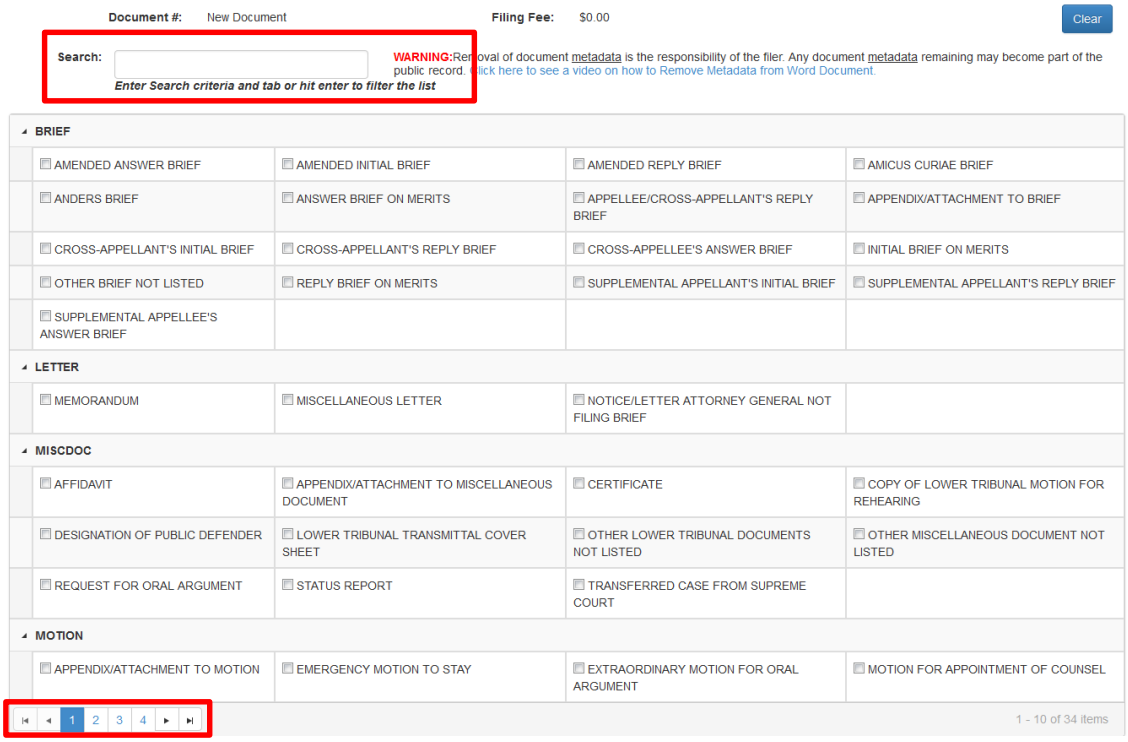

Please identify each known party (and any associated legal representation) with this .
Add Party
Refresh
10
records per page
Search All:
Type Name & Contact Information Attorney
1 Florida Attorney Mary Beth Kelly 1 Livingston Way Altamonte Springs FL 32801
2 Appellant GEORGE WASHINGTON Mary Beth Kelly 1 Livingston Way Altamonte Springs FL 32801 Bar # 84487 FL
3 Appellee STATE OF FLORIDA
Showing 1 to 3 of 3 entries
← Previous
1
Next →

Attaching Documents

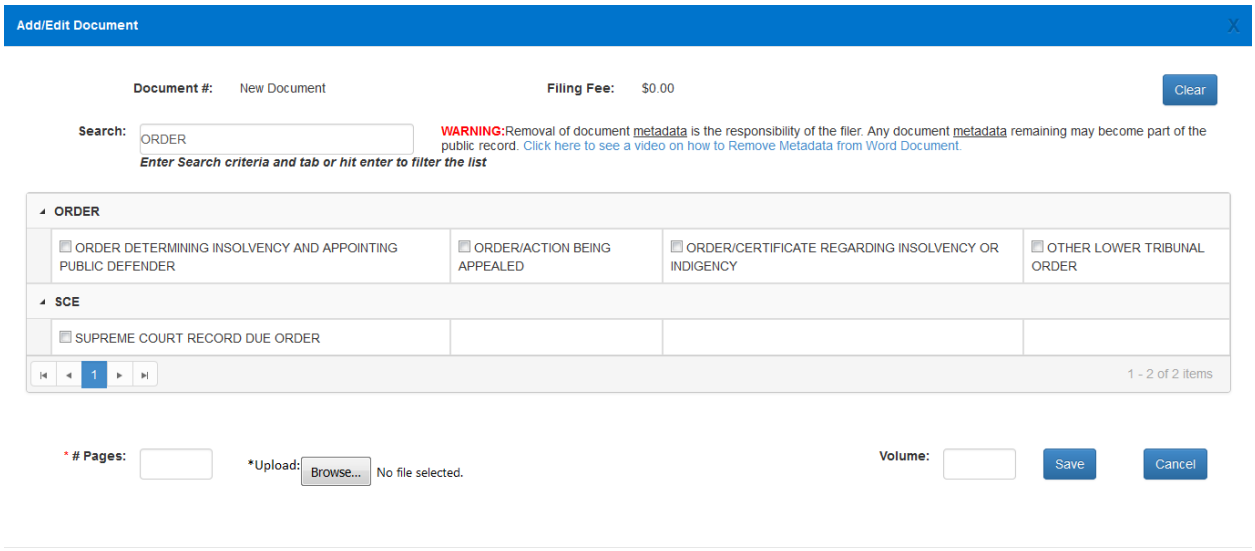
Next you will add the documents you need to submit to the Second District Court of Appeal to create the new case. Mandatory document will be listed as will any Optional Documents you need to file.



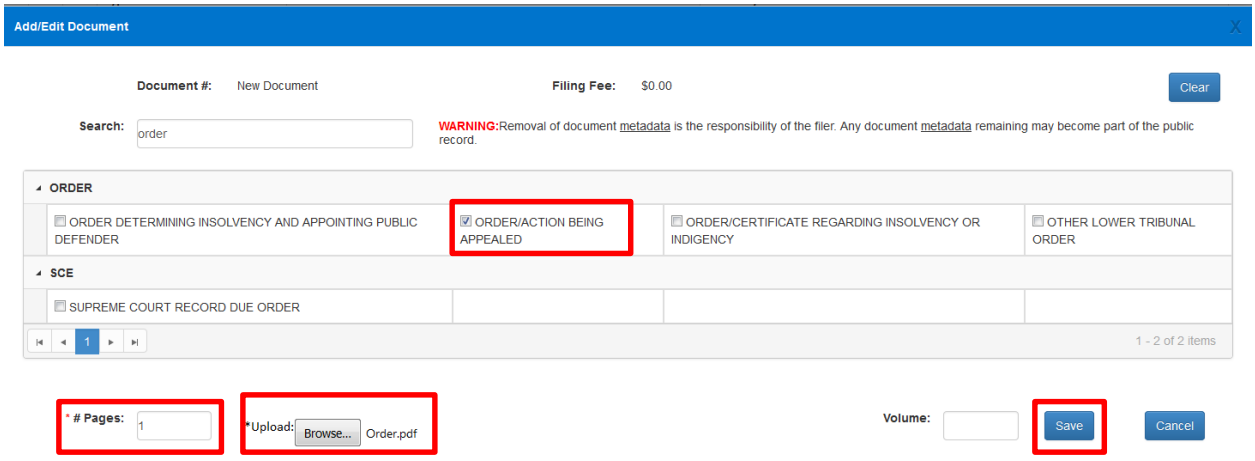
Click on **Add** and type in the search box the name of the document you will be filing or search the list of documents by selecting the page numbers at the bottom of the screen.


Document #: New Document
Filing Fee: $0.00
Clear
Search:
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
BRIEF
AMENDED ANSWER BRIEF
AMENDED INITIAL BRIEF
AMENDED REPLY BRIEF
AMICUS CURIAE BRIEF
ANDERS BRIEF
ANSWER BRIEF ON MERITS
APPELLEE/CROSS-APPELLANT'S REPLY BRIEF
APPENDIX/ATTACHMENT TO BRIEF
CROSS-APPELLANT'S INITIAL BRIEF
CROSS-APPELLANT'S REPLY BRIEF
CROSS-APPELLEE'S ANSWER BRIEF
INITIAL BRIEF ON MERITS
OTHER BRIEF NOT LISTED
REPLY BRIEF ON MERITS
SUPPLEMENTAL APPELLANT'S INITIAL BRIEF
SUPPLEMENTAL APPELLANT'S REPLY BRIEF
SUPPLEMENTAL APPELLEE'S ANSWER BRIEF
LETTER
MEMORANDUM
MISCELLANEOUS LETTER
NOTICE/LETTER ATTORNEY GENERAL NOT FILING BRIEF
MISCDOC
AFFIDAVIT
APPENDIX/ATTACHMENT TO MISCELLANEOUS DOCUMENT
CERTIFICATE
COPY OF LOWER TRIBUNAL MOTION FOR REHEARING
DESIGNATION OF PUBLIC DEFENDER
LOWER TRIBUNAL TRANSMITTAL COVER SHEET
OTHER LOWER TRIBUNAL DOCUMENTS NOT LISTED
OTHER MISCELLANEOUS DOCUMENT NOT LISTED
REQUEST FOR ORAL ARGUMENT
STATUS REPORT
TRANSFERRED CASE FROM SUPREME COURT
MOTION
APPENDIX/ATTACHMENT TO MOTION
EMERGENCY MOTION TO STAY
EXTRAORDINARY MOTION FOR ORAL ARGUMENT
MOTION FOR APPOINTMENT OF COUNSEL
1 2 3 4
1 - 10 of 34 items

If you use the search field and type in the word 'Order' **Tab** or **Enter** to filter the list.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: ORDER
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
ORDER
ORDER DETERMINING INSOLVENCY AND APPOINTING PUBLIC DEFENDER
ORDER/ACTION BEING APPEALED
ORDER/CERTIFICATE REGARDING INSOLVENCY OR INDIGENCY
OTHER LOWER TRIBUNAL ORDER
SCE
SUPREME COURT RECORD DUE ORDER
1
1 - 2 of 2 items
* # Pages:
*Upload: Browse... No file selected.
Volume:
Save
Cancel

Then select the document you will be submitting, type in the number of pages of the document and browse out onto your computer where you have saved the document to attach it to the submission. Then click on **Save**.

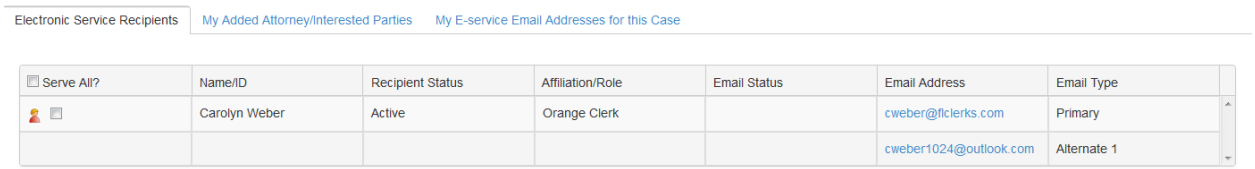


The Portal will add your document to the list.

Click on **Add** to upload all the documents you are sending to the Appellate Court.

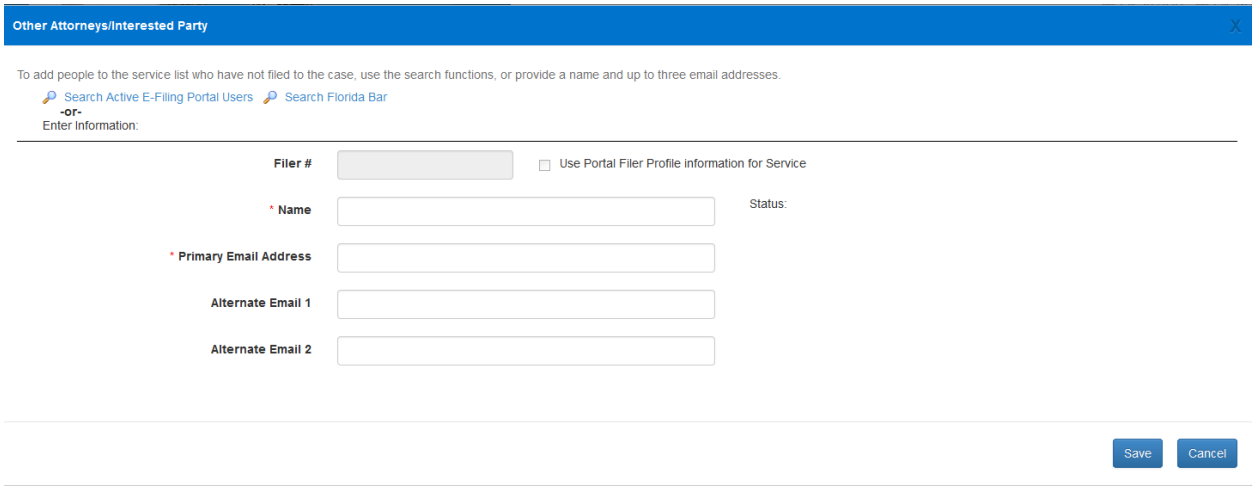
E-Service List

Now you have access to the E-service Page. Select the E-service Recipients that should receive notice of your filing or add any other attorney or interested party that would be served these documents.



To add another attorney or an interested party to the E-service List select the **My Added Attorney/Interested Parties** link.

Then select **Add Other Attorney/Interested Party**.


Other Attorneys/Interested Party
To add people to the service list who have not filed to the case, use the search functions, or provide a name and up to three email addresses.
Search Active E-Filing Portal Users
Search Florida Bar
-or-
Enter Information:
Filer #
Use Portal Filer Profile information for Service
* Name
Status:
* Primary Email Address
Alternate Email 1
Alternate Email 2
Save
Cancel

You have three options to enter the Other Attorney/Interested Party information:

1. Search Active E-Filing Portal Users by selecting the link and typing in the required information
2. Search Florida Bar by selecting the link and typing in The Florida Bar number of the attorney you are searching
3. Typing in the fields the Name and at least a Primary Email Address of the attorney you are adding.

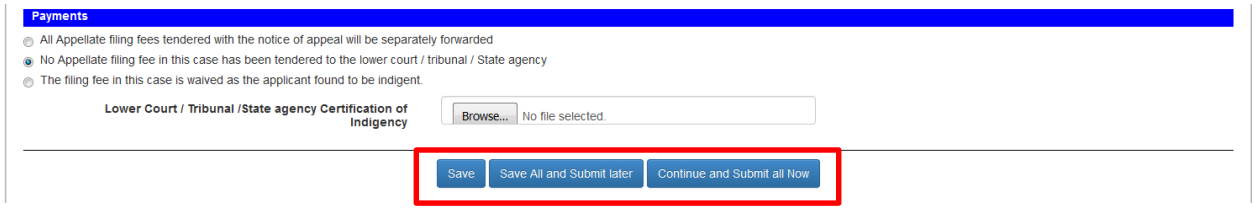
Then click on **Save**.

Payments

Then select your Payment information and click on **Save**.

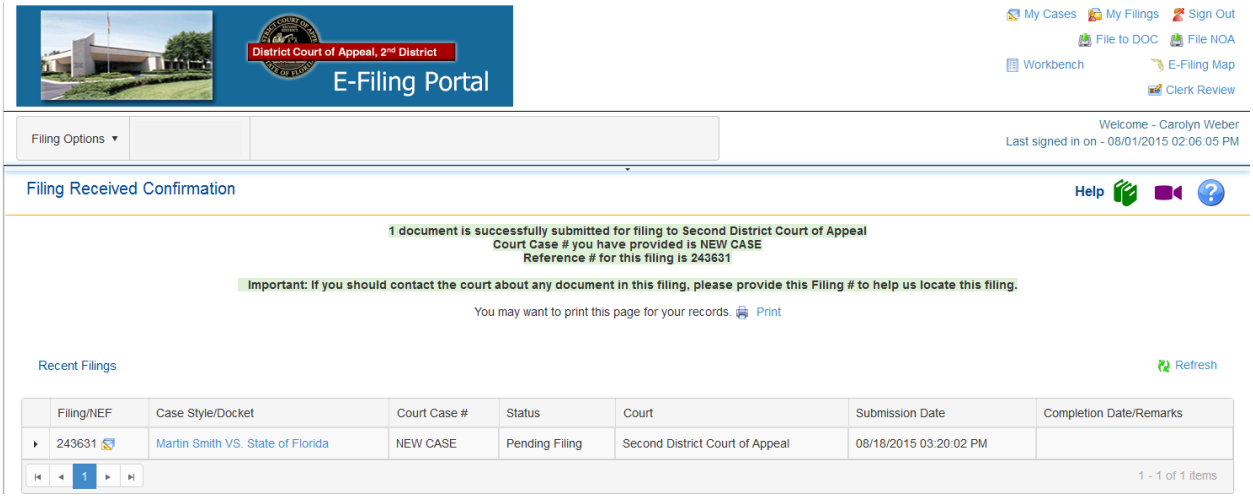
Payments
All Appellate filing fees tendered with the notice of appeal will be separately forwarded
No Appellate filing fee in this case has been tendered to the lower court / tribunal / State agency
The filing fee in this case is waived as the applicant found to be indigent.
Lower Court / Tribunal /State agency Certification of Indigency
Browse...
No file selected.

Then if you are ready to submit your Notice of Appeal to the Second District Court of Appeal, click on **Confirm and Submit all Now**. If you select '**Save All and Submit Later**' this will be saved to your Workbench.

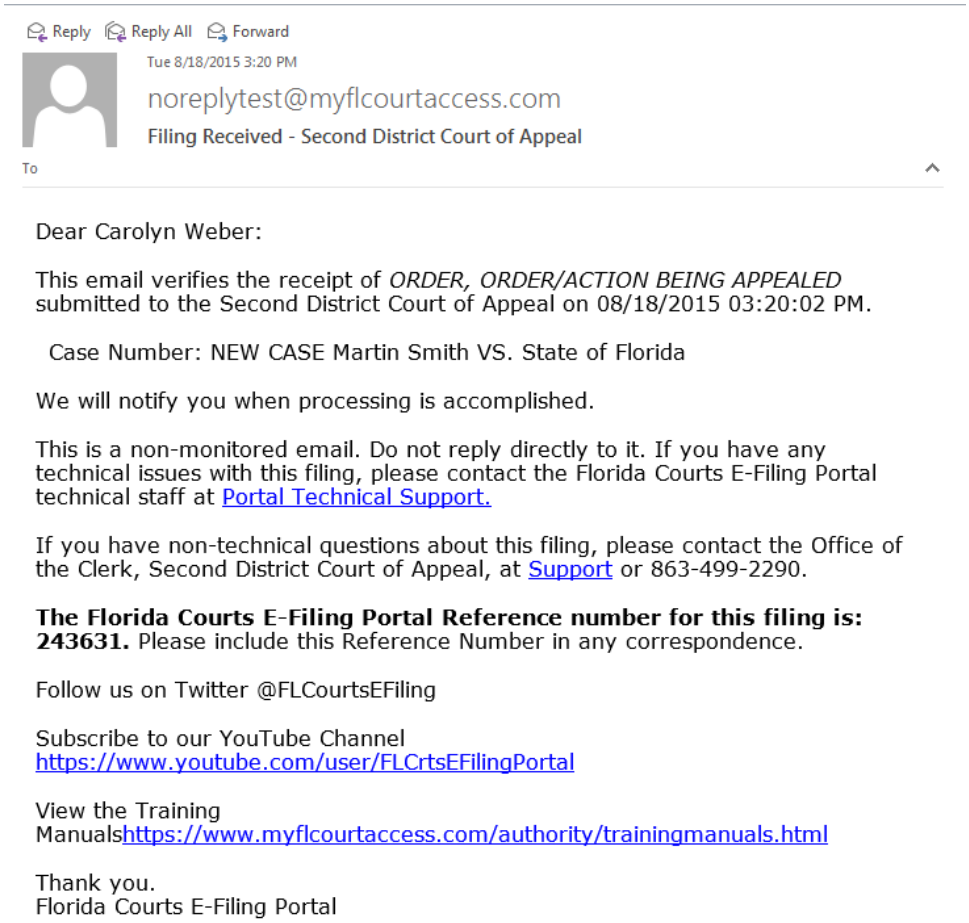

Payments
All Appellate filing fees tendered with the notice of appeal will be separately forwarded
No Appellate filing fee in this case has been tendered to the lower court / tribunal / State agency
The filing fee in this case is waived as the applicant found to be indigent.
Lower Court / Tribunal /State agency Certification of Indigency
Browse...
No file selected.
Save
Save All and Submit later
Continue and Submit all Now

If you select **Continue and Submit all Now** you will then be taken to the **Filing Received Confirmation** page where you will see the status of your submission.

Filing Confirmation Page

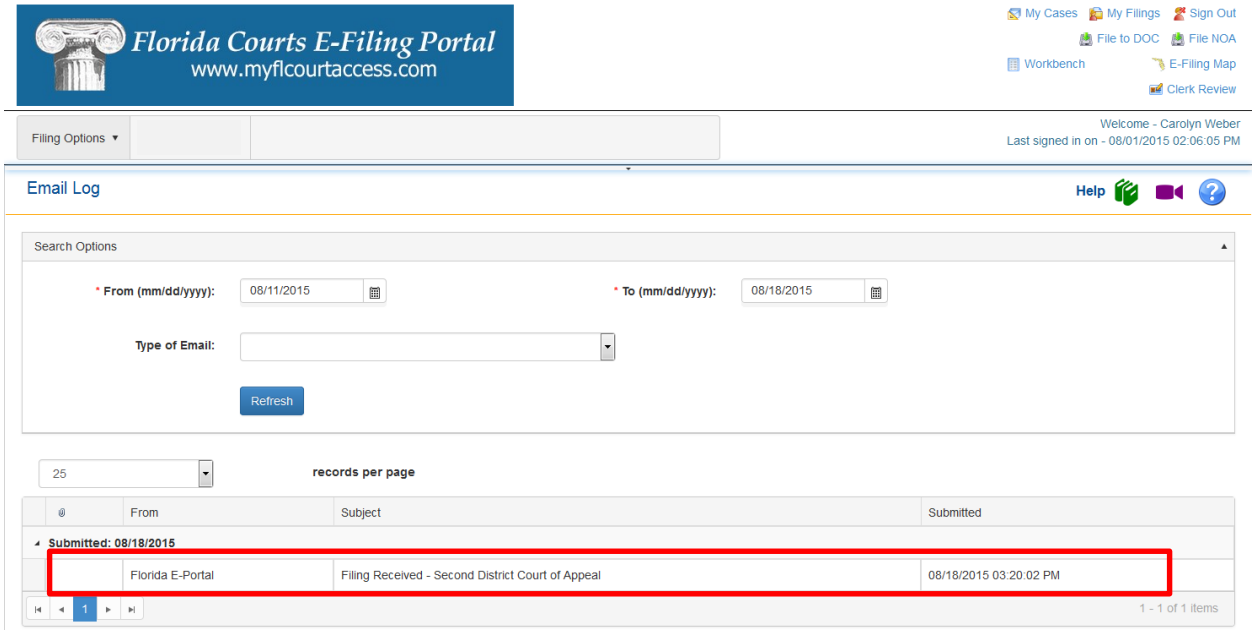


You will also receive a Filing Received email in your email provider advising you of all the filing information contained in your submission.

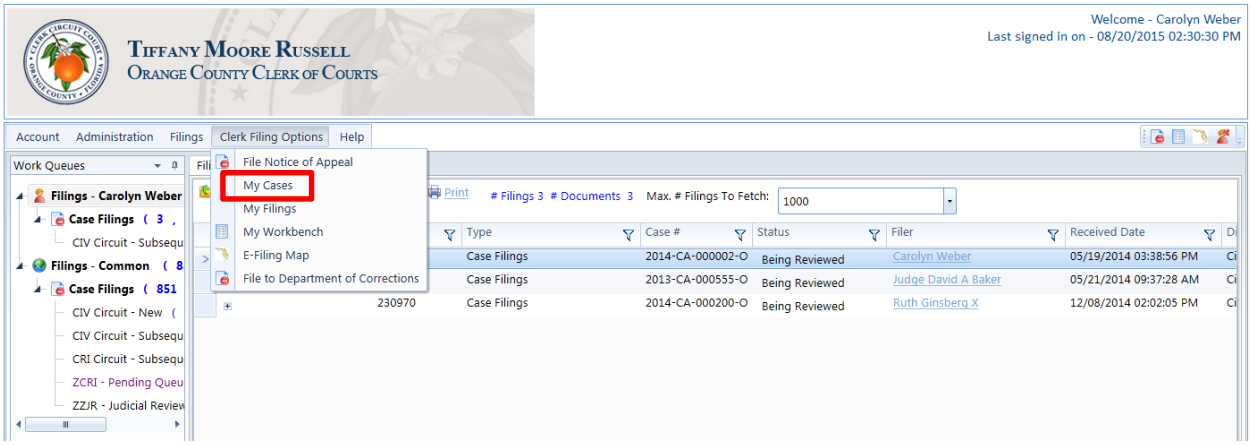

Reply
Reply All
Forward
Tue 8/18/2015 3:20 PM
noreplytest@myflcourtaccess.com
Filing Received - Second District Court of Appeal
To
Dear Carolyn Weber:
This email verifies the receipt of ORDER, ORDER/ACTION BEING APPEALED submitted to the Second District Court of Appeal on 08/18/2015 03:20:02 PM.
Case Number: NEW CASE Martin Smith VS. State of Florida
We will notify you when processing is accomplished.
This is a non-monitored email. Do not reply directly to it. If you have any technical issues with this filing, please contact the Florida Courts E-Filing Portal technical staff at Portal Technical Support.
If you have non-technical questions about this filing, please contact the Office of the Clerk, Second District Court of Appeal, at Support or 863-499-2290.
The Florida Courts E-Filing Portal Reference number for this filing is: 243631. Please include this Reference Number in any correspondence.
Follow us on Twitter @FLCourtsEFiling
Subscribe to our YouTube Channel
https://www.youtube.com/user/FLCrtsEFilingPortal
View the Training Manualshttps://www.myflcourtaccess.com/authority/trainingmanuals.html
Thank you.
Florida Courts E-Filing Portal

Email Log

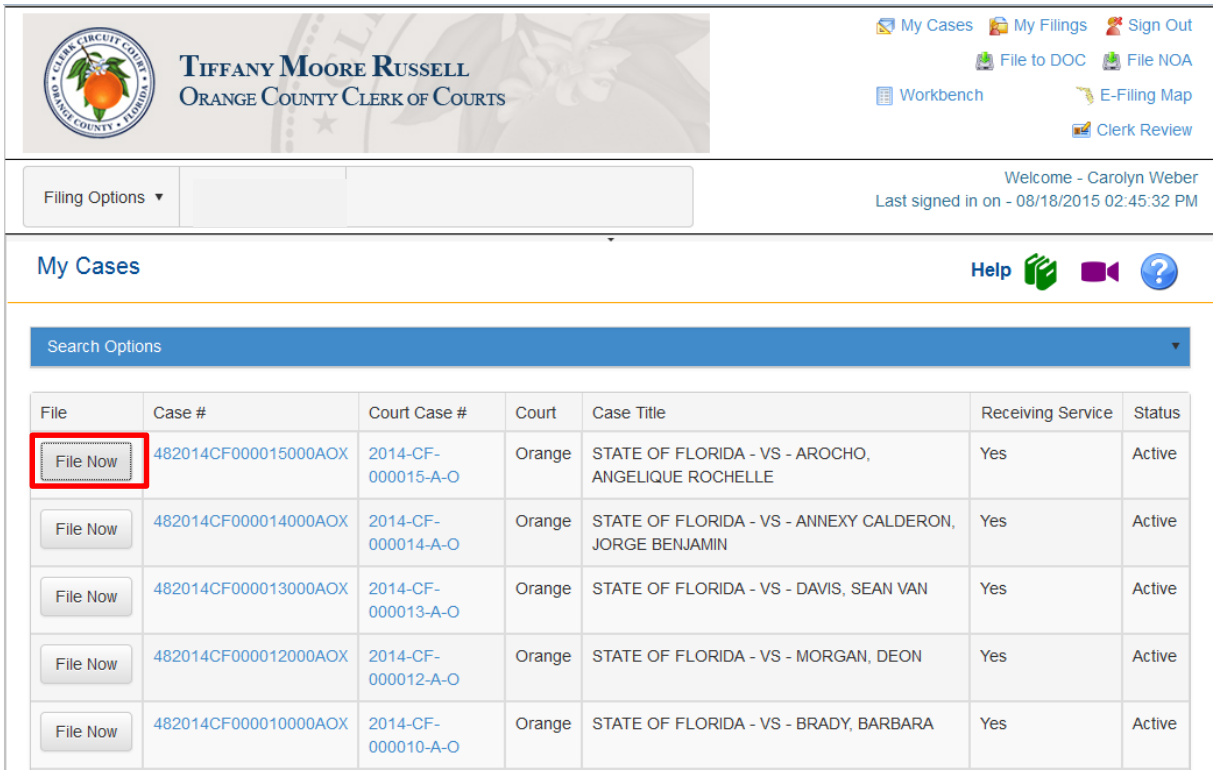
This email is also available in your **Email Log** under the **Account** menu on the Menu Bar in the Clerk Review side of the Portal.



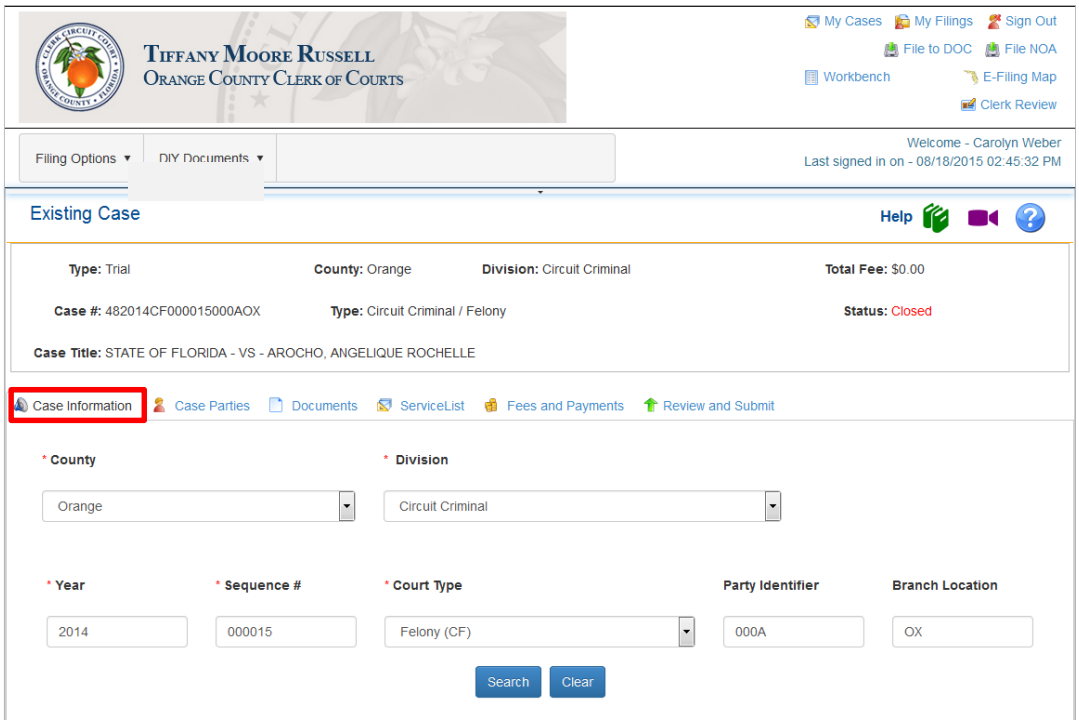
My Cases



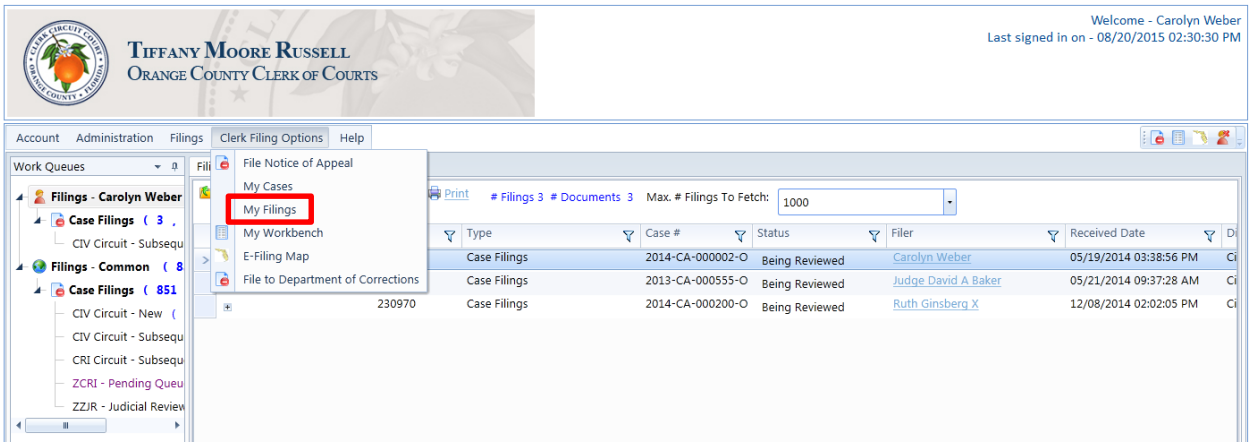
As a filer you now will have a **My Cases** page in the Portal. This will list all of the cases in which you have filed to electronically. After you have filed electronically to a case, it will be added to your My Cases page so that if you need to file any follow-up filings to that case you may do so through the '**File Now**' button.



Click on the **File Now** button and it will take you to the Existing Case filing path and land on the **Case Information** page where you can continue the process and submit your filing

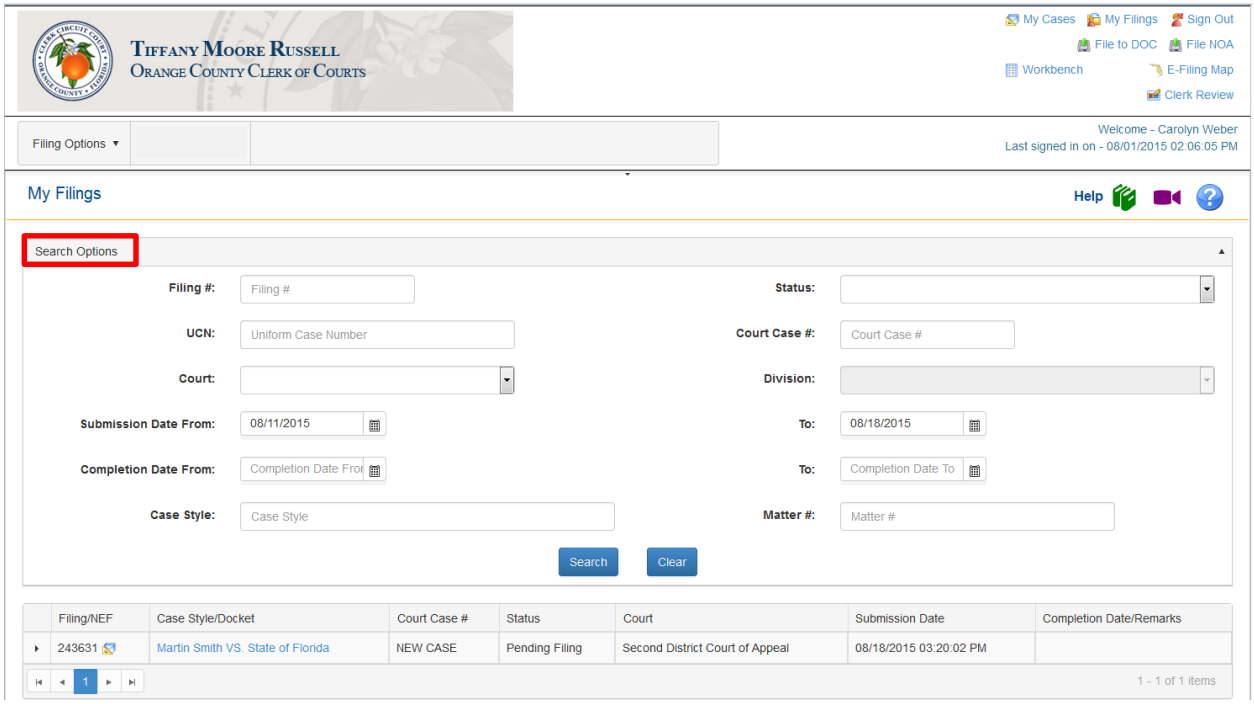


My Filings

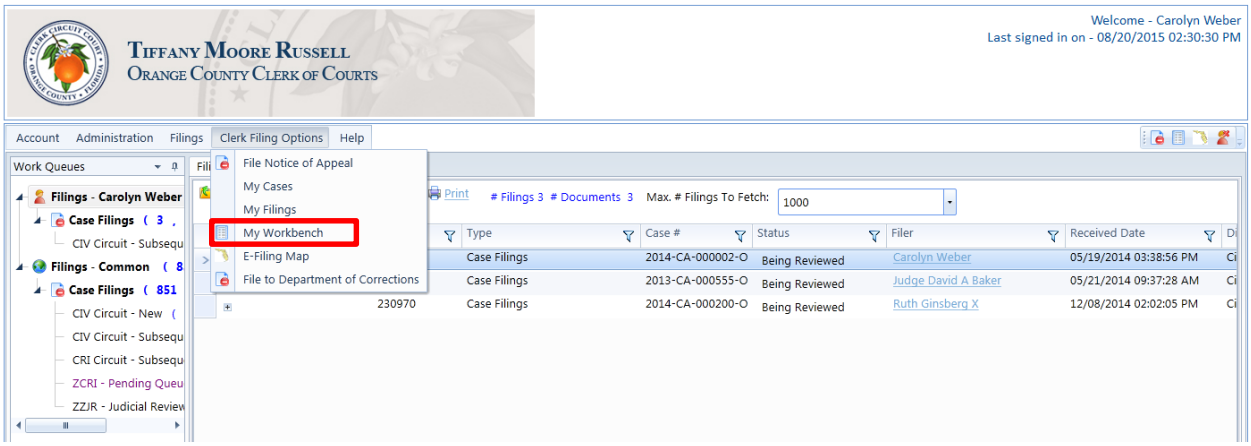


You will also now have access to your **My Filings** page in the Portal. This will list by default all of the submissions/filings you have made during the past seven days. It will show you all of your submissions for the past 90 days if you adjust the date fields.

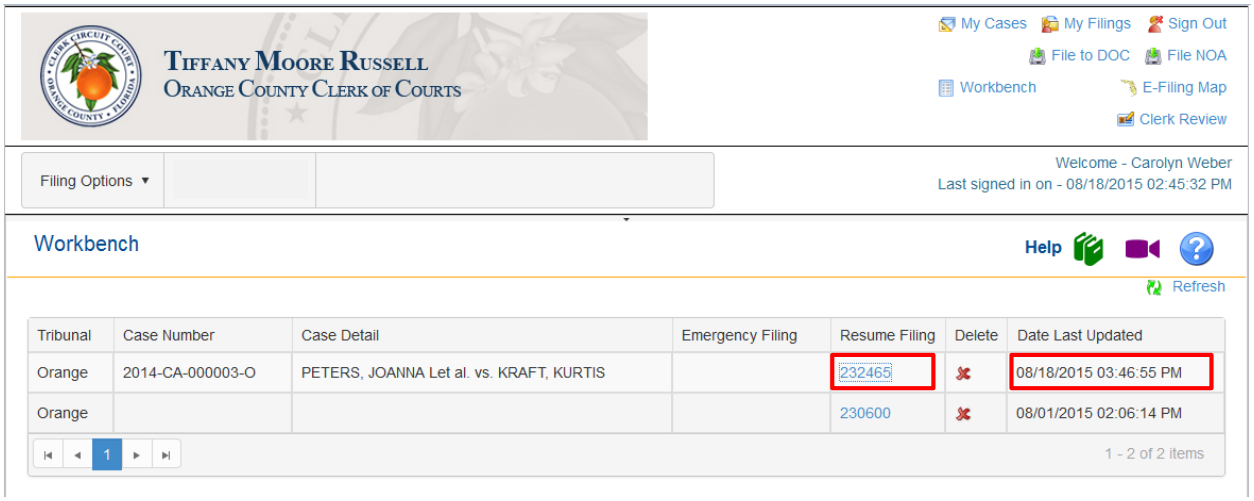
You may use the **Search Options** to perform a search on any of the items listed. Selecting the Case Style will open the official court file and display the docket sheet and the documents therein.



My Workbench

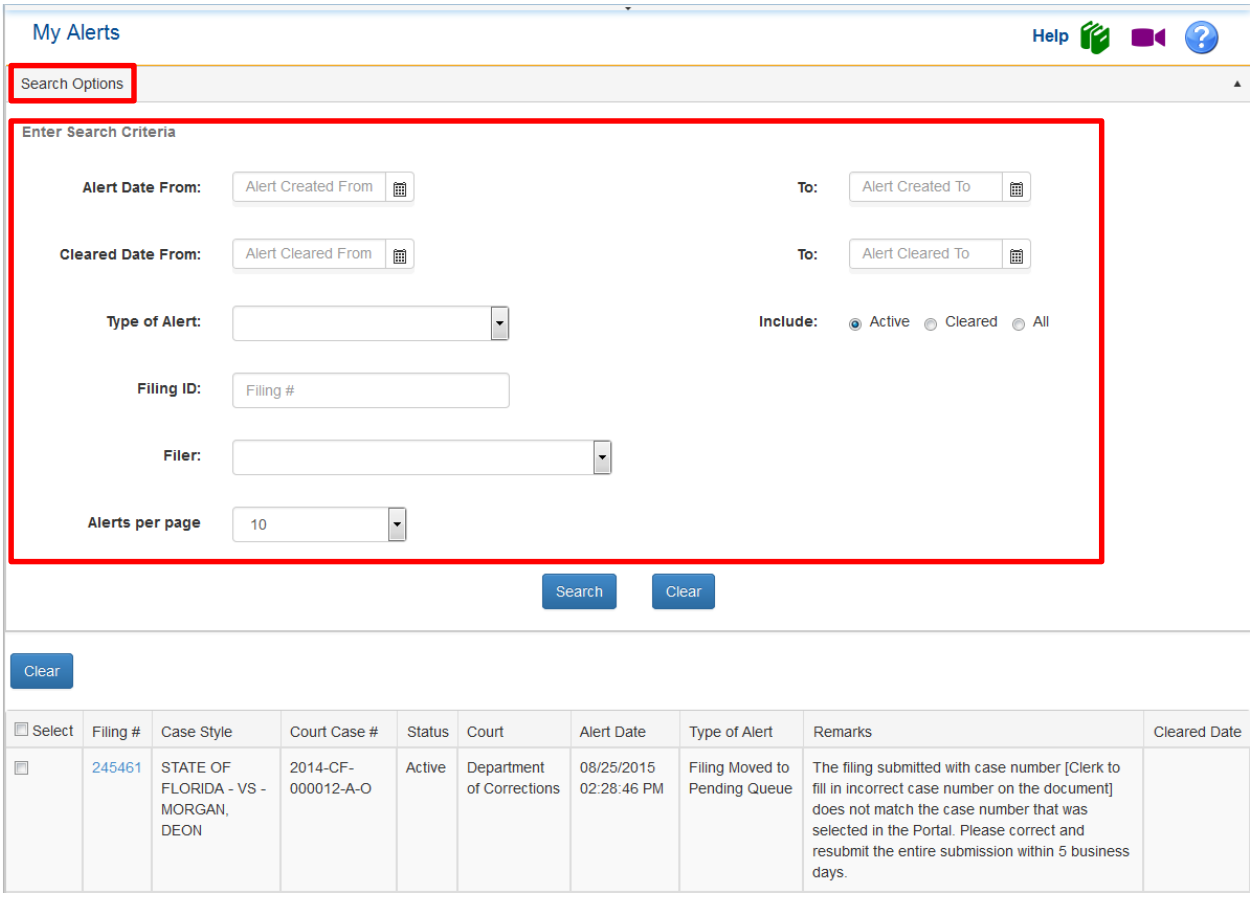


This takes you to **My Workbench** where if you '**Save and File Later**' you will be able to resume filing your submission by clicking on the '**Resume Filing**' link.



My Alerts

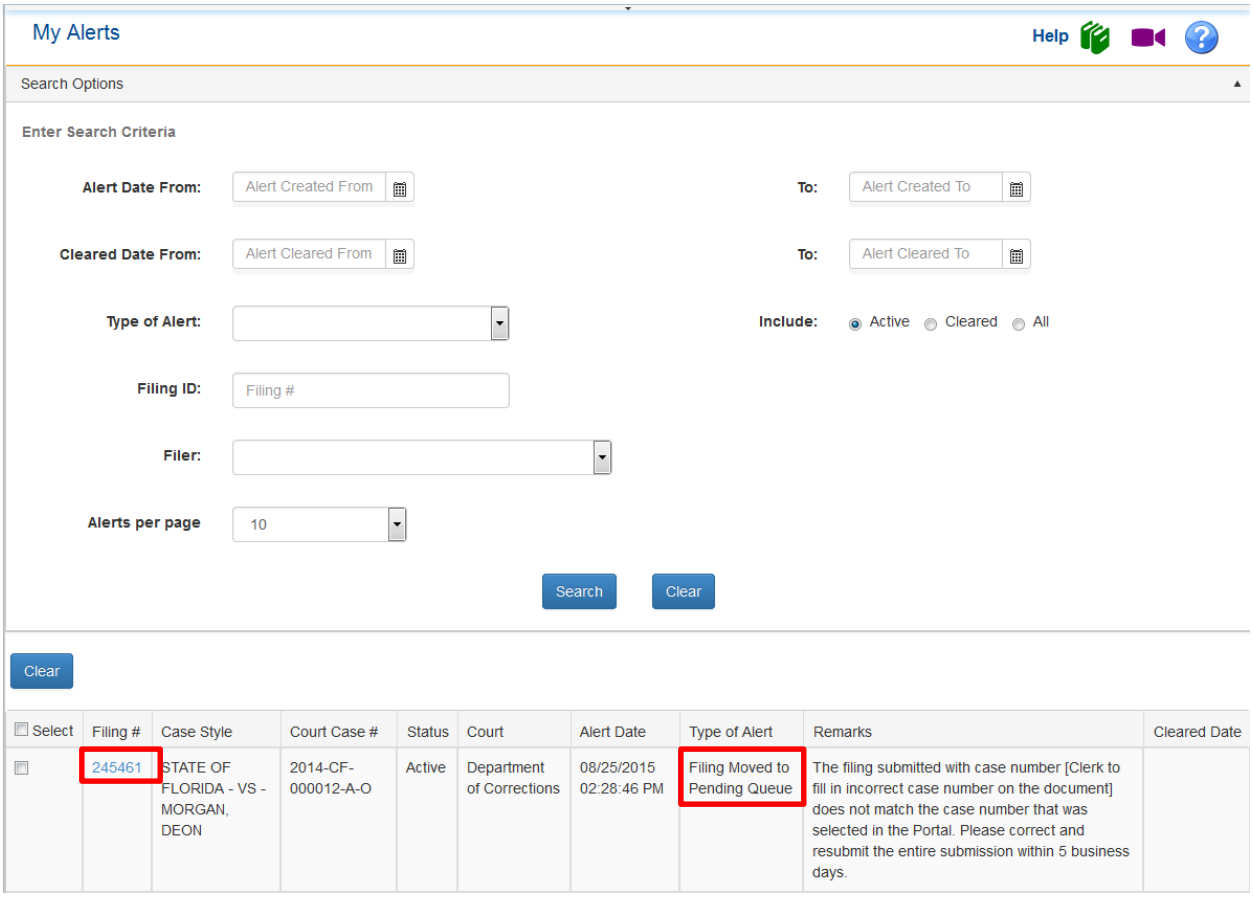
When you log in to the Portal, you will be taken to the My Alerts page if there are any filer Alters that pertain to your filings. In the screen shot below, there are two Alerts on documents sent to the Department of Corrections. These filings were sent to the Pending Queue.



You have many Search Options available to you to sort out the filer Alerts you have received.

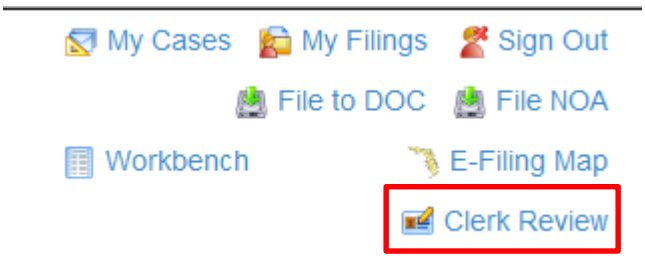
- Alert Date From
- Alert Date To
- Cleared Date From
- Cleared Date To
- Type of Alert
- Filing ID
- Filer
- Alerts per page

To clear this My Alert page, for submissions sent to the Pending Queue click on the Filing ID #.

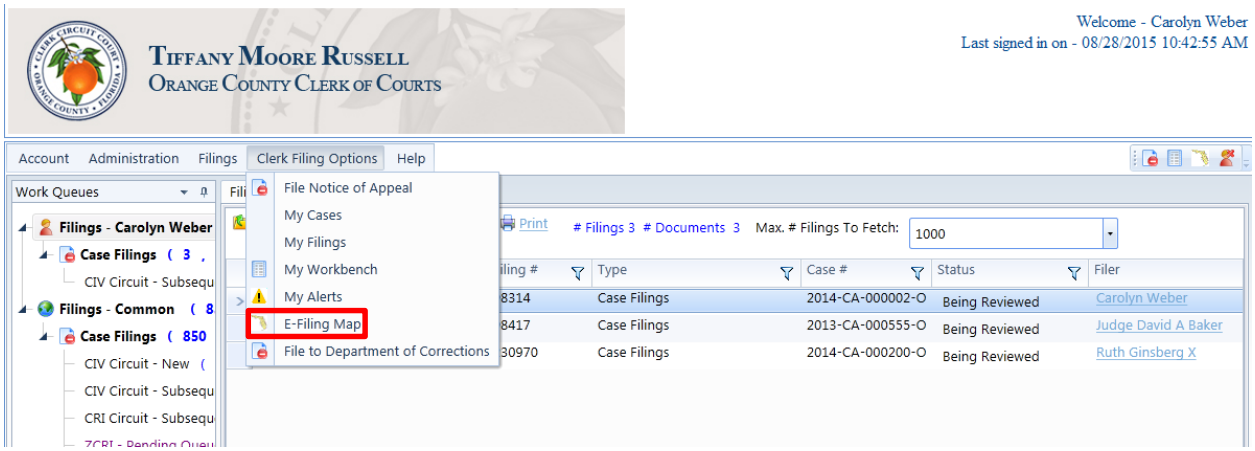


That will take you to your My Filings page where you can click on Filing # and correct the deficiency and submit the filing. Once submitted, it will be cleared from you My Alerts page.

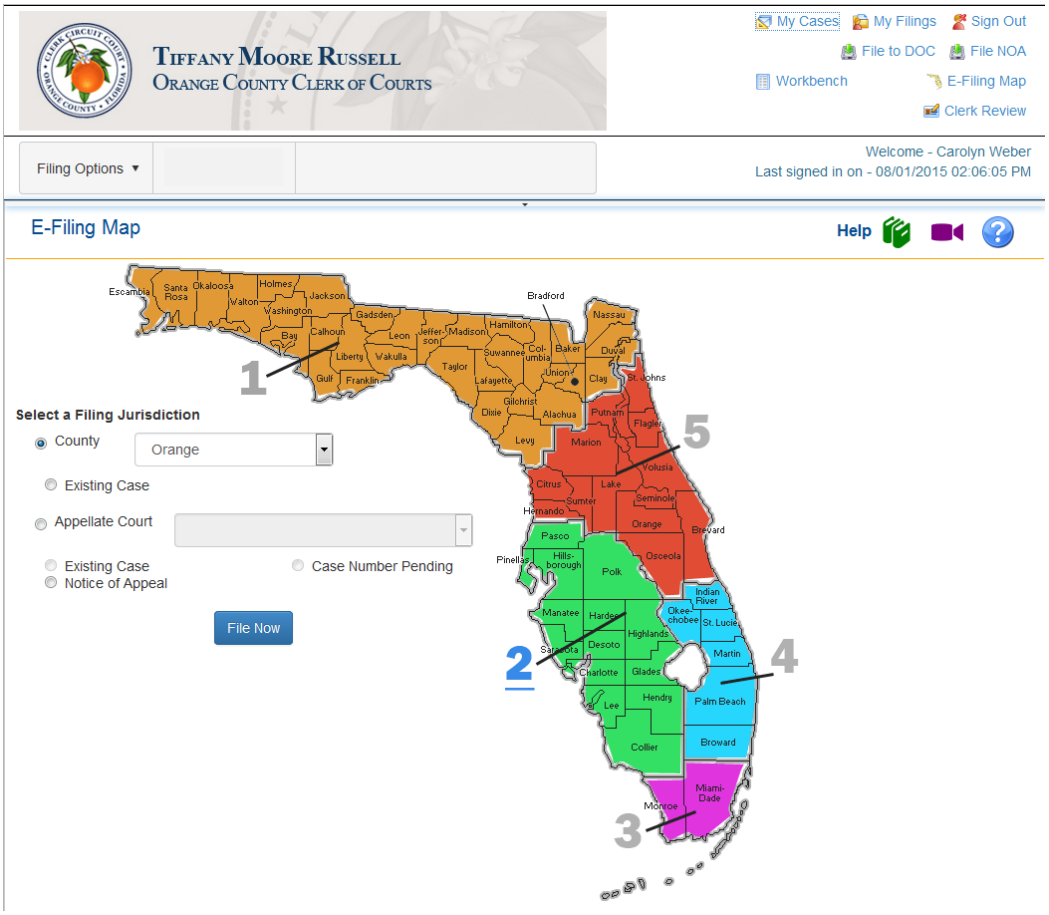
Once all of your Alerts have been resolved or cleared, you will again be taken to the Clerk Review side of the Portal when you log in to the Portal. If you have any Alerts pending, when you log in to the Portal you will be immediately taken to the My Alerts page. If you do not wish to resolve your Alerts at that time, you can always select Clerk Review from the Quick Links to go to the Clerk Review side of the Portal.



E-Filing Map



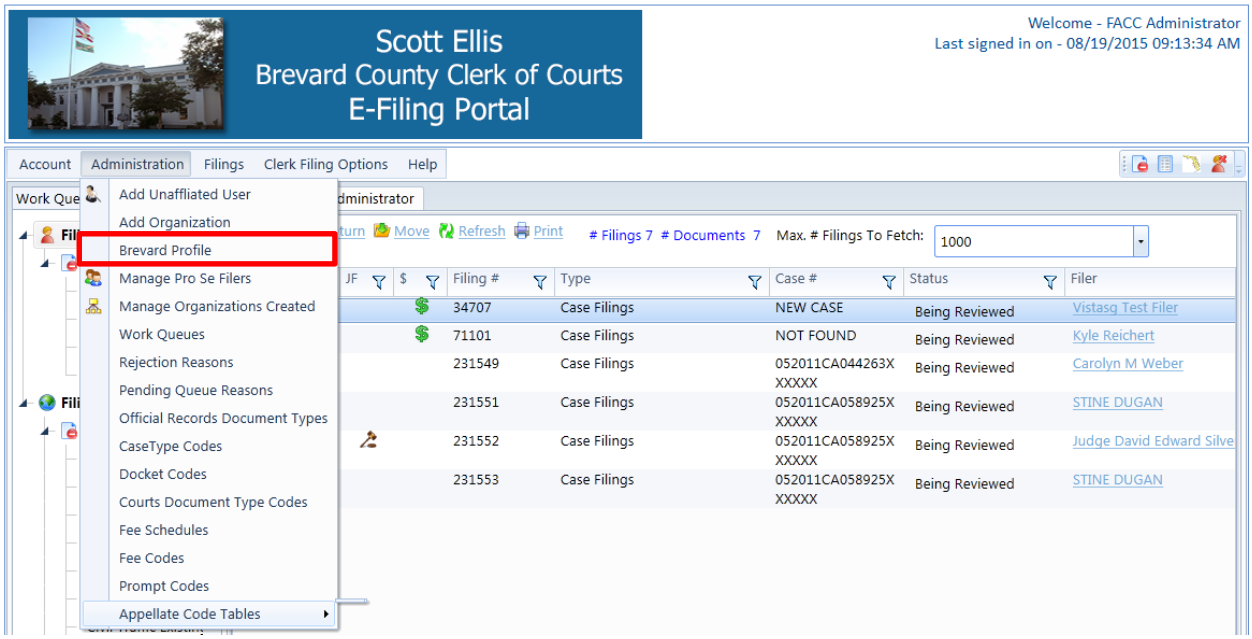
This takes you to the **E-Filing Map** where if you are filing to a case in your county for the first time you will have to initiate the filing through the **E-Filing Map**.



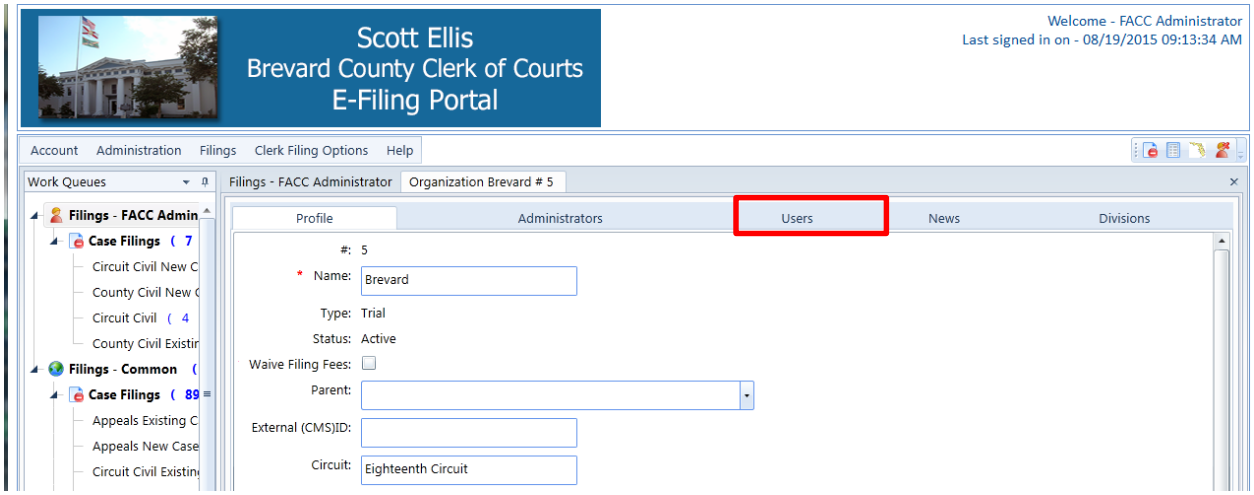
File to the Department of Corrections

Add Security Role to Existing User

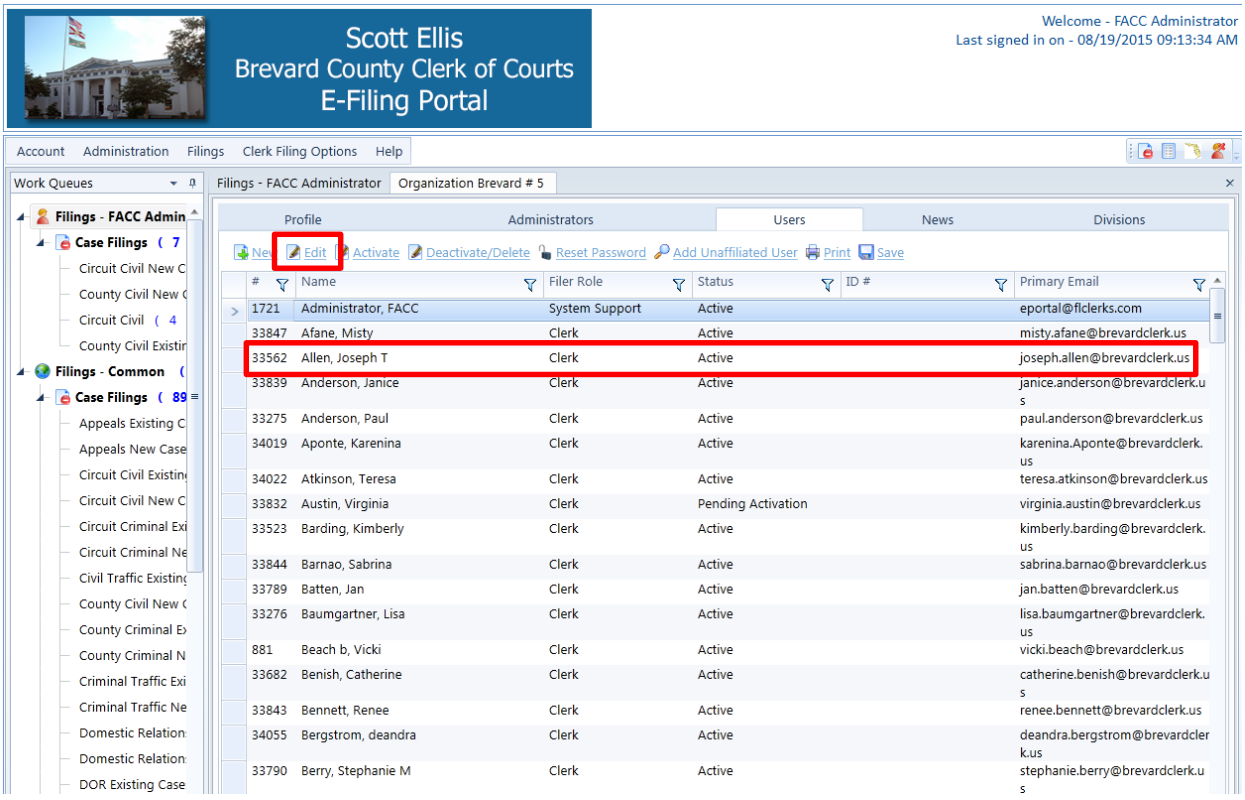
The County Portal Administrator may add the Clerk – DOC Security Role to Clerks in their County that will be submitting documents to the Department of Corrections. From the **Administration** tab select your **County Profile**.



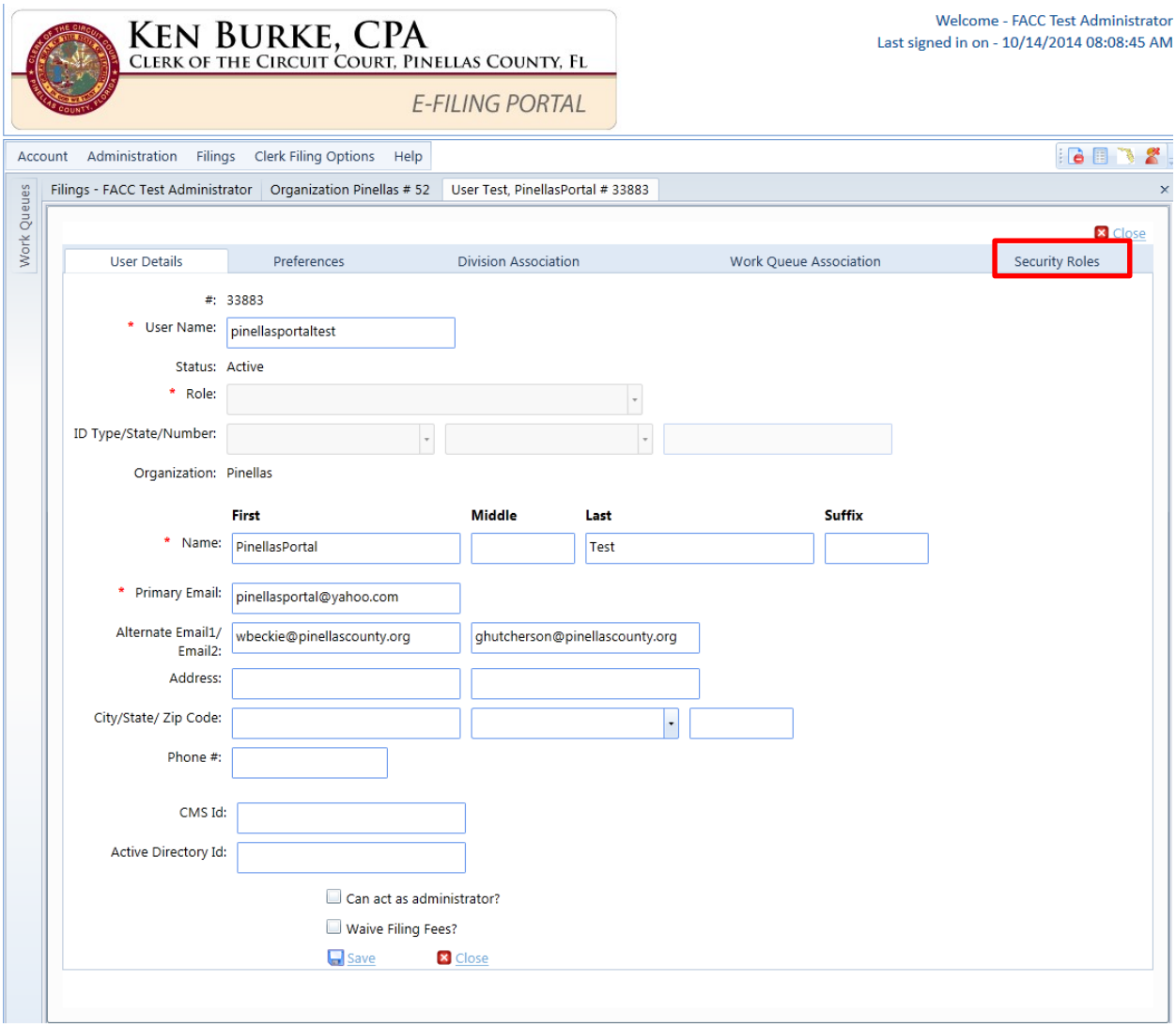
Next select the **Users** tab.



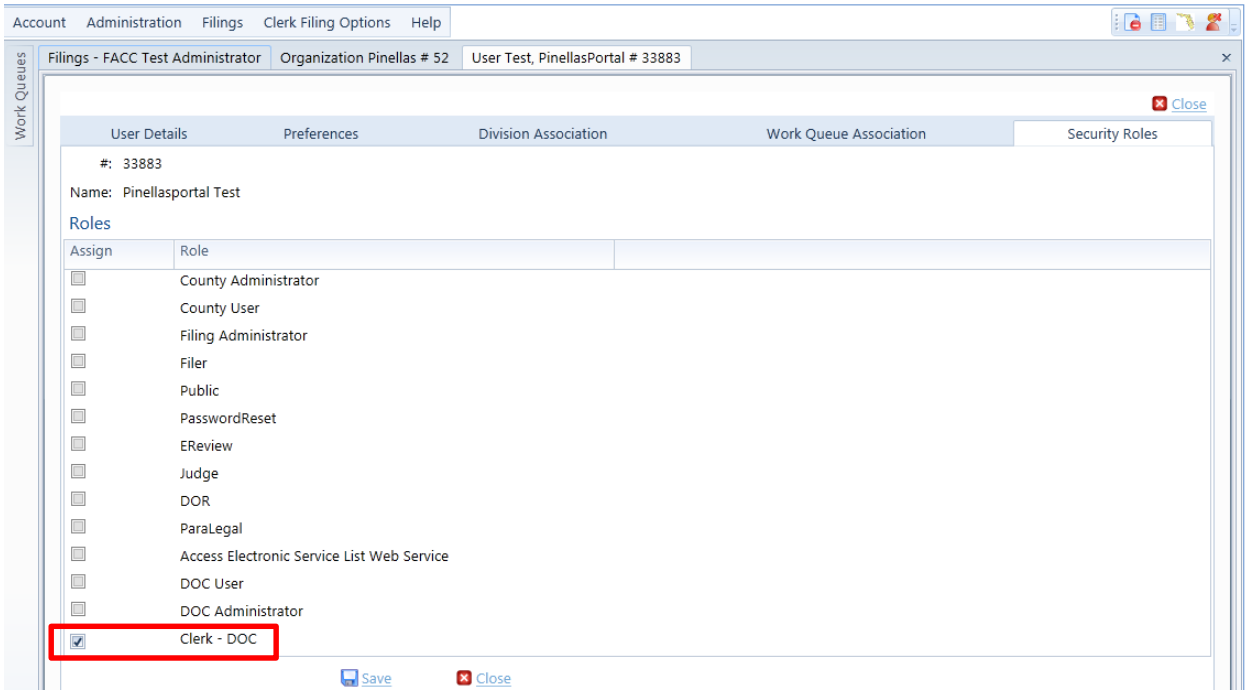
Highlight the User that you wish to edit and click on **Edit**.


Scott Ellis
Brevard County Clerk of Courts
E-Filing Portal
Welcome - FACC Administrator
Last signed in on - 08/19/2015 09:13:34 AM
Edit
Activate
Deactivate/Delete
Reset Password
Add Unaffiliated User
Print
Save
Name Filer Role Status ID # Primary Email
1721 Administrator, FACC System Support Active eportal@flclerks.com
33847 Afane, Misty Clerk Active misty.afane@brevardclerk.us
33562 Allen, Joseph T Clerk Active joseph.allen@brevardclerk.us
33839 Anderson, Janice Clerk Active janice.anderson@brevardclerk.us
33275 Anderson, Paul Clerk Active paul.anderson@brevardclerk.us
34019 Aponte, Karenina Clerk Active karenina.Aponte@brevardclerk.us
34022 Atkinson, Teresa Clerk Active teresa.atkinson@brevardclerk.us
33832 Austin, Virginia Clerk Pending Activation virginia.austin@brevardclerk.us
33523 Barding, Kimberly Clerk Active kimberly.barding@brevardclerk.us
33844 Barnao, Sabrina Clerk Active sabrina.barnao@brevardclerk.us
33789 Batten, Jan Clerk Active jan.batten@brevardclerk.us
33276 Baumgartner, Lisa Clerk Active lisa.baumgartner@brevardclerk.us
881 Beach b, Vicki Clerk Active vicki.beach@brevardclerk.us
33682 Benish, Catherine Clerk Active catherine.benish@brevardclerk.us
33843 Bennett, Renee Clerk Active renee.bennett@brevardclerk.us
34055 Bergstrom, deandra Clerk Active deandra.bergstrom@brevardclerk.us
33790 Berry, Stephanie M Clerk Active stephanie.berry@brevardclerk.us

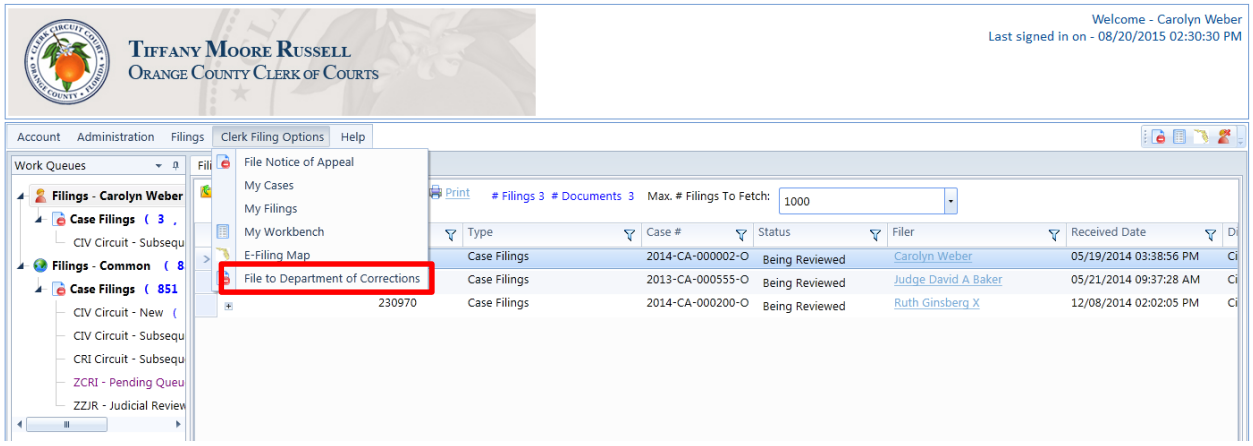
Then select the **Security Roles** tab on the Menu Bar.



Place a check in the Clerk – DOC box and then click on **Save** and then **Close**.

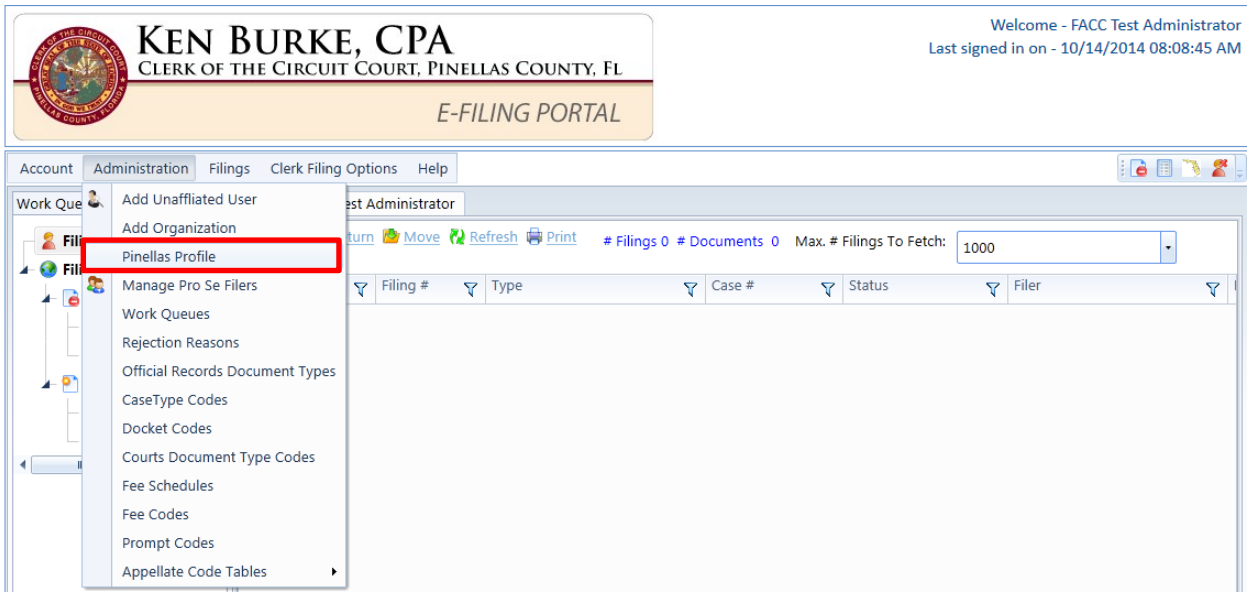


That Clerk will now have access to the **File to Department of Corrections** link in the **Clerk Filing Options** tab.

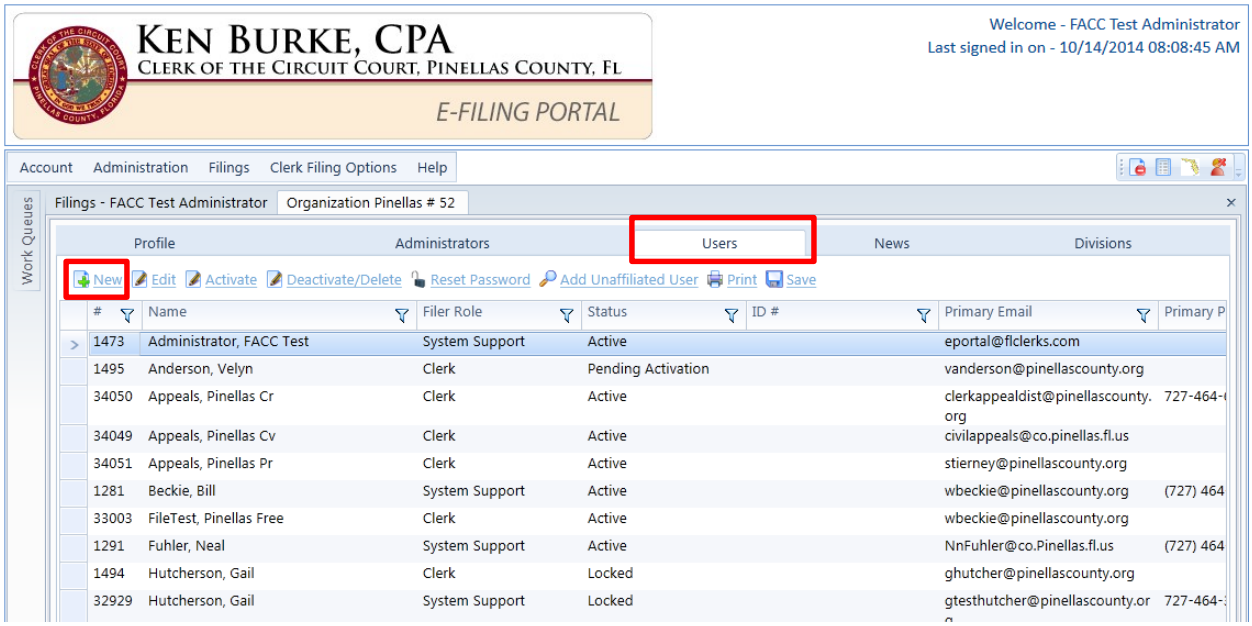


Add Security Role to a New User

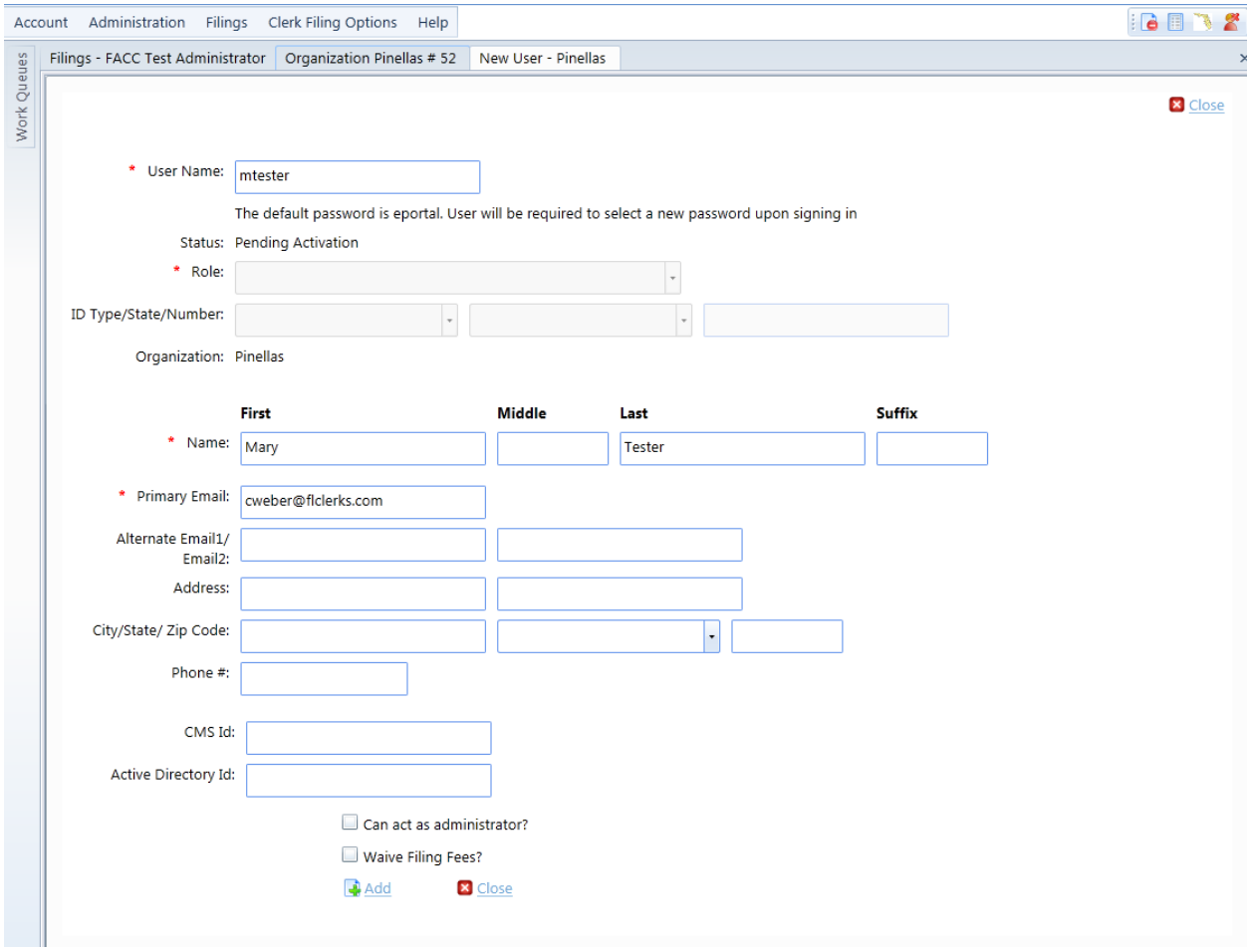
From the **Administration** tab select your **County Profile**.



Next select the **Users** tab and click on **New**.

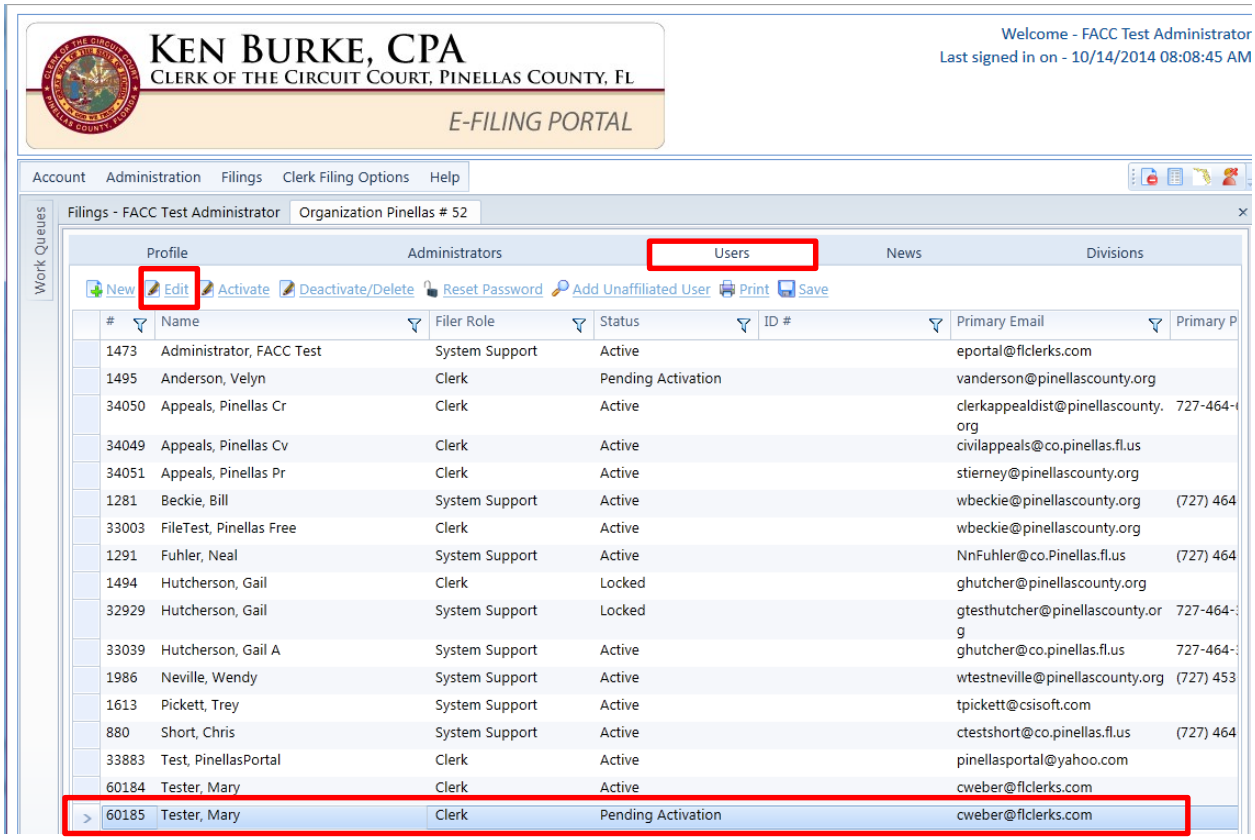

KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT, PINELLAS COUNTY, FL
E-FILING PORTAL
Welcome - FACC Test Administrator
Last signed in on - 10/14/2014 08:08:45 AM
Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - FACC Test Administrator
Organization Pinellas # 52
Profile
Administrators
Users
News
Divisions
New
Edit
Activate
Deactivate/Delete
Reset Password
Add Unaffiliated User
Print
Save
Name Filer Role Status ID # Primary Email Primary P
1473 Administrator, FACC Test System Support Active eportal@flclerks.com
1495 Anderson, Velyn Clerk Pending Activation vanderson@pinellascounty.org
34050 Appeals, Pinellas Cr Clerk Active clerkappealdist@pinellascounty.org 727-464-
34049 Appeals, Pinellas Cv Clerk Active civilappeals@co.pinellas.fl.us
34051 Appeals, Pinellas Pr Clerk Active stierney@pinellascounty.org
1281 Beckie, Bill System Support Active wbeckie@pinellascounty.org (727) 464
33003 FileTest, Pinellas Free Clerk Active wbeckie@pinellascounty.org
1291 Fuhler, Neal System Support Active NnFuhler@co.Pinellas.fl.us (727) 464
1494 Hutcherson, Gail Clerk Locked ghutcher@pinellascounty.org
32929 Hutcherson, Gail System Support Locked gtesthutcher@pinellascounty.or 727-464-

Complete the required fields designated by a red asterisk.

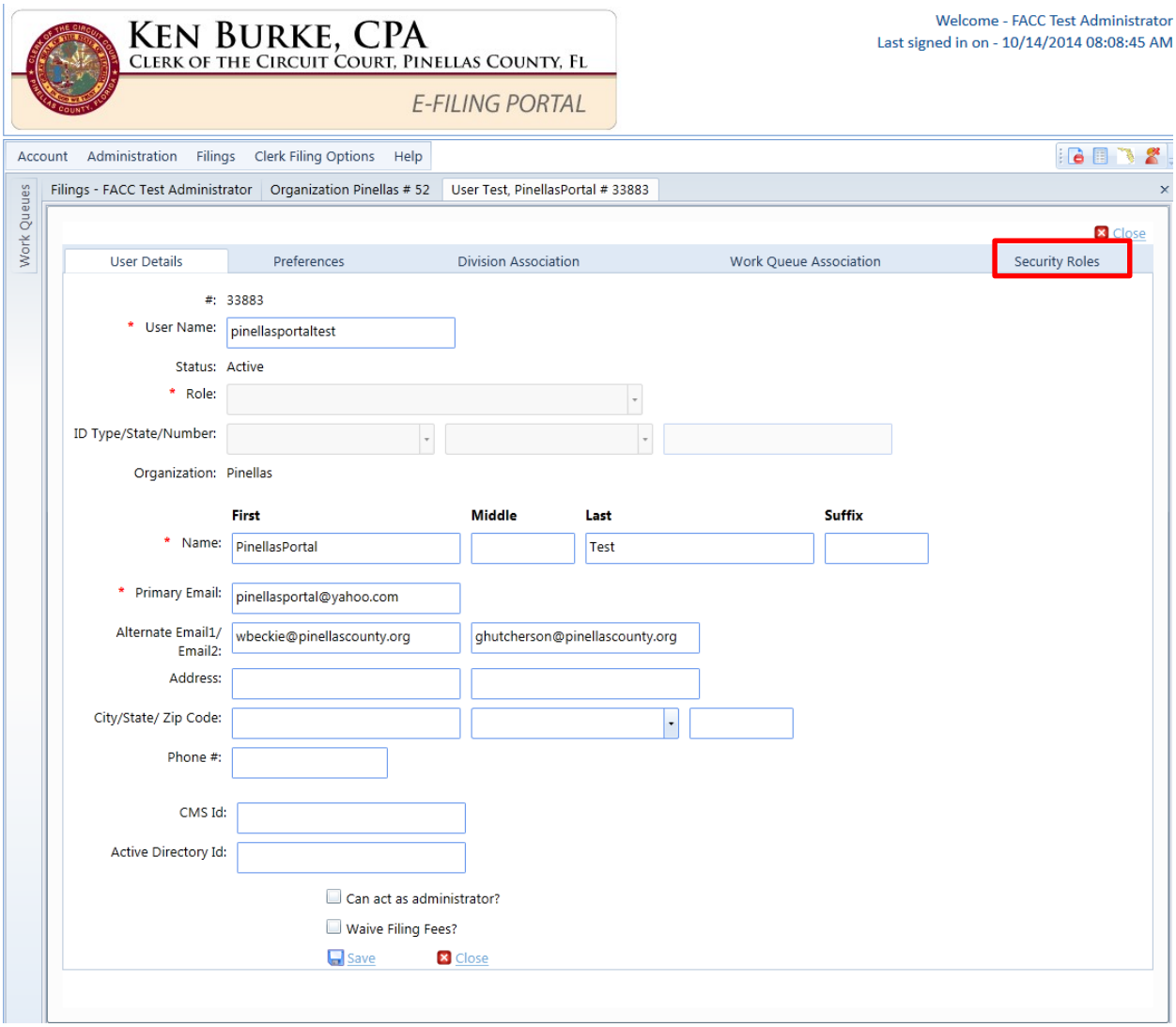


Then click on **Add** and then **Close**.

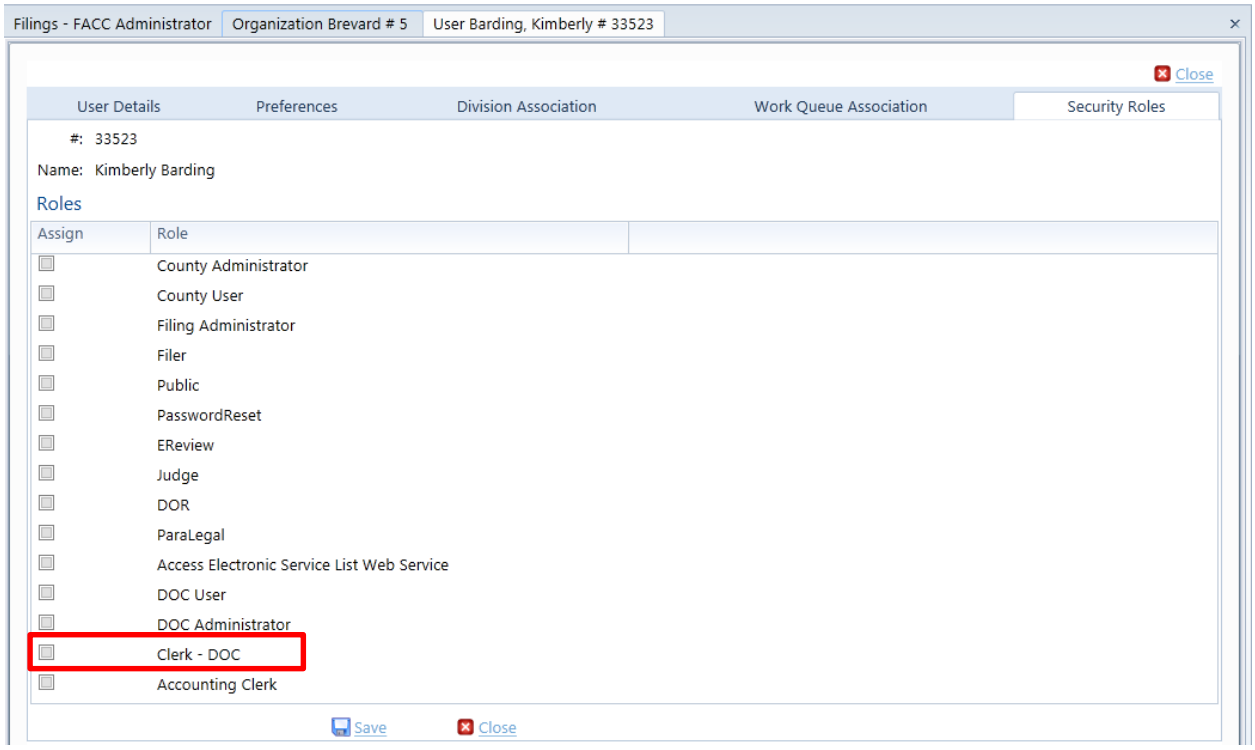
From the **Users** tab highlight the name of the person you just added. Then click on **Edit**.


KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT, PINELLAS COUNTY, FL
E-FILING PORTAL
Welcome - FACC Test Administrator
Last signed in on - 10/14/2014 08:08:45 AM
Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - FACC Test Administrator
Organization Pinellas # 52
Profile
Administrators
Users
News
Divisions
New
Edit
Activate
Deactivate/Delete
Reset Password
Add Unaffiliated User
Print
Save
Name Filer Role Status ID # Primary Email Primary P
1473 Administrator, FACC Test System Support Active eportal@flclerks.com
1495 Anderson, Velyn Clerk Pending Activation vanderson@pinellascounty.org
34050 Appeals, Pinellas Cr Clerk Active clerkappealdist@pinellascounty.org 727-464-
34049 Appeals, Pinellas Cv Clerk Active civilappeals@co.pinellas.fl.us
34051 Appeals, Pinellas Pr Clerk Active stierney@pinellascounty.org
1281 Beckie, Bill System Support Active wbeckie@pinellascounty.org (727) 464
33003 FileTest, Pinellas Free Clerk Active wbeckie@pinellascounty.org
1291 Fuhler, Neal System Support Active NnFuhler@co.Pinellas.fl.us (727) 464
1494 Hutcherson, Gail Clerk Locked ghutcher@pinellascounty.org
32929 Hutcherson, Gail System Support Locked gtesthutcher@pinellascounty.org 727-464-
33039 Hutcherson, Gail A System Support Active ghutcher@co.pinellas.fl.us 727-464-
1986 Neville, Wendy System Support Active wtestneville@pinellascounty.org (727) 453
1613 Pickett, Trey System Support Active tpickett@csisoft.com
880 Short, Chris System Support Active ctestshort@co.pinellas.fl.us (727) 464
33883 Test, PinellasPortal Clerk Active pinellasportal@yahoo.com
60184 Tester, Mary Clerk Active cweber@flclerks.com
60185 Tester, Mary Clerk Pending Activation cweber@flclerks.com

Then select the **Security Roles** tab.



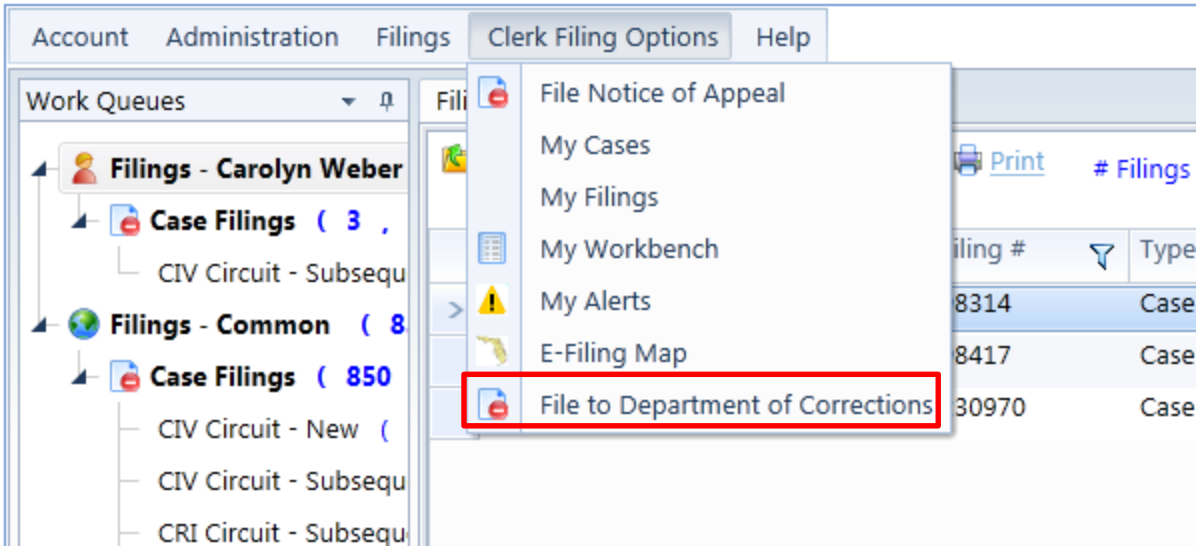
Place a check in the Clerk – DOC box and then click on **Save** and then **Close**.



That Clerk will now have access to the **File to Department of Corrections** link in the **Clerk Filing Options** tab.

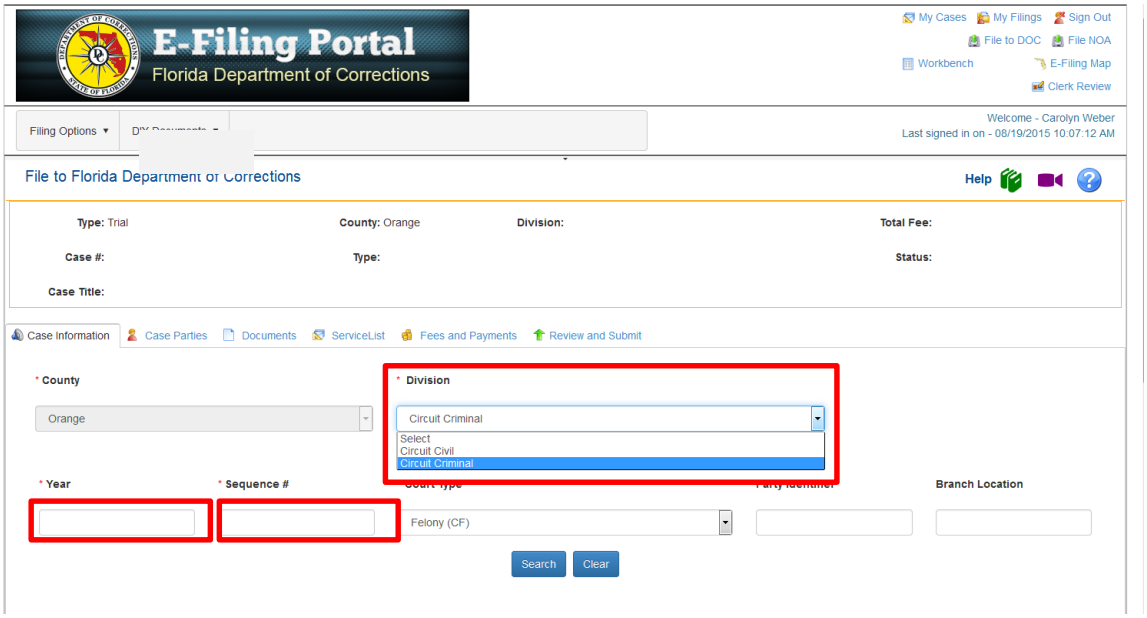
Filing to the Department of Corrections

When you are ready to file to the Department of Corrections, select '**File to Department of Corrections**' from the **Clerk Filing Options** tab.

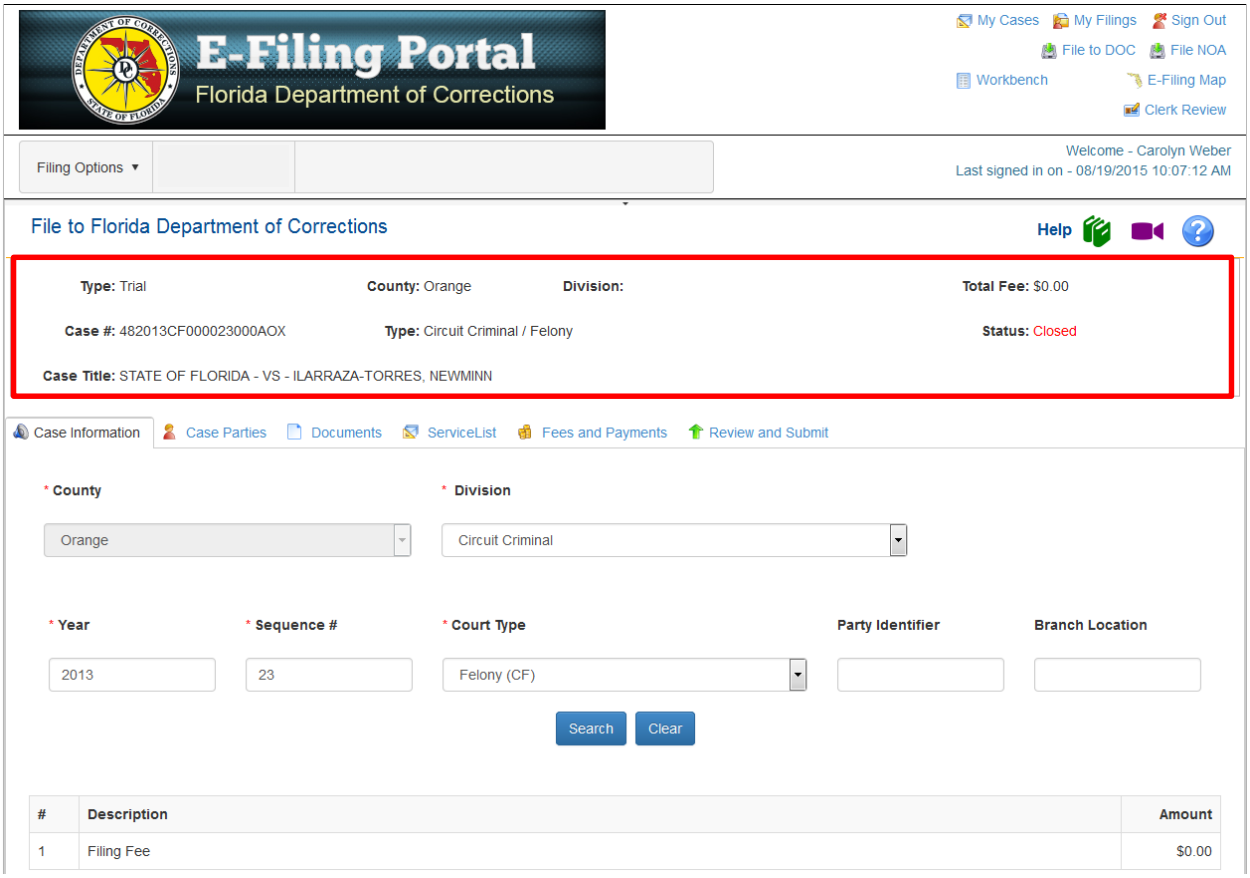


Case Information Tab

In the **Case Information** screen, the **Division** will default to **Circuit Criminal**. If, however, you are filing a Circuit Civil case, select it from the drop down. Then, type in the **Year** and the **Sequence Number** of the case you are filing on behalf of and click on **Search**.



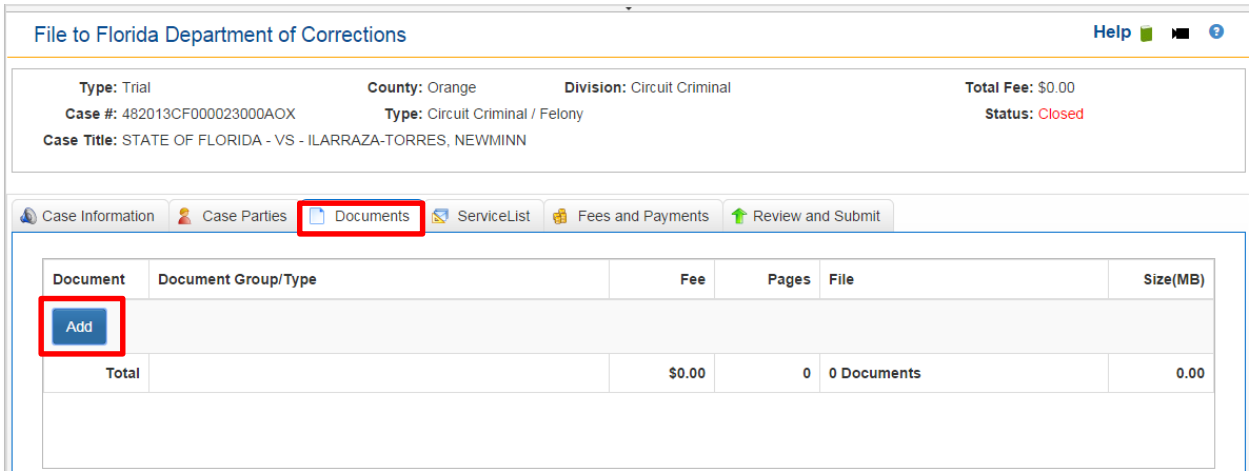
Verify that you are filing to the correct case by checking the case information section.



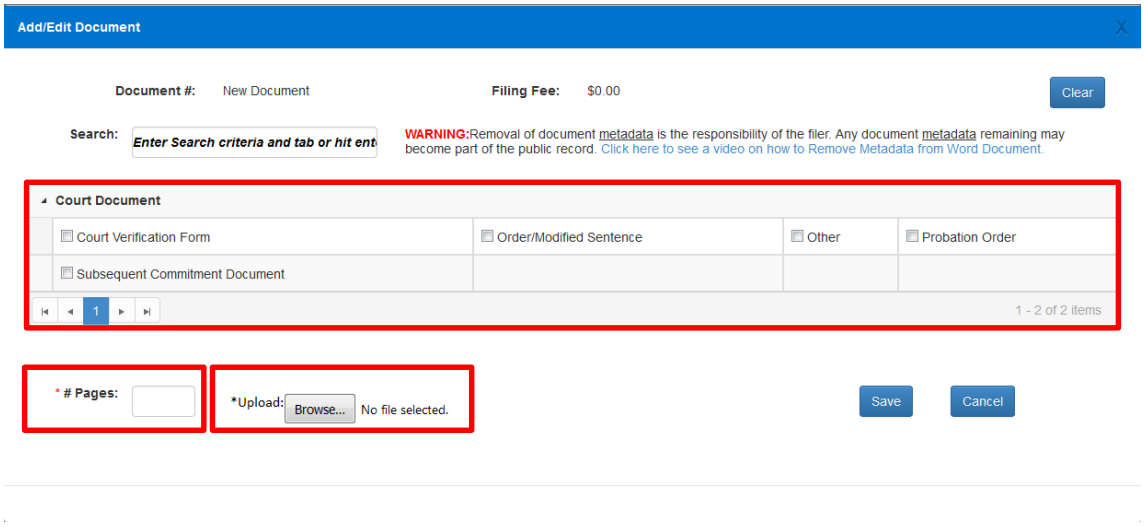
If this is the correct case, there is no need to select a party from the **Case Parties** tab.

Documents Tab

You may go directly to the **Documents** tab by clicking on **Next** or click on the **Documents** tab in the Menu Bar to get to the Documents page.



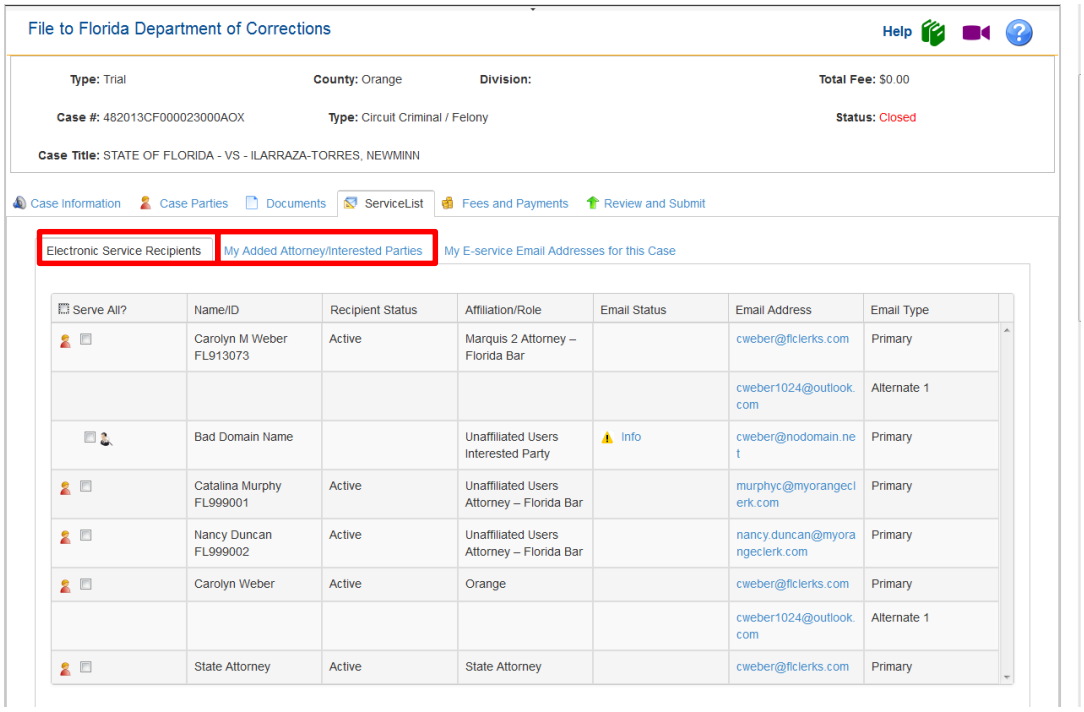
Click on **Add** to get to the **Add/Edit Document** page. Select the Document you are going to submit.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search: Enter Search criteria and tab or hit ent
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Court Document
Court Verification Form
Order/Modified Sentence
Other
Probation Order
Subsequent Commitment Document
1 - 2 of 2 items
* # Pages:
*Upload:
Browse...
No file selected.
Save
Cancel

Type in the number of pages and upload your document. Click on **Add** to add as many documents as you need to send to the DOC. Then click on **Next**.

ServiceList Tab

Select from the **Electronic Service Recipients** tab any parties that you wish to service. If you need to add parties, select the **My Added Attorney/Interested Parties** tab and add your parties.



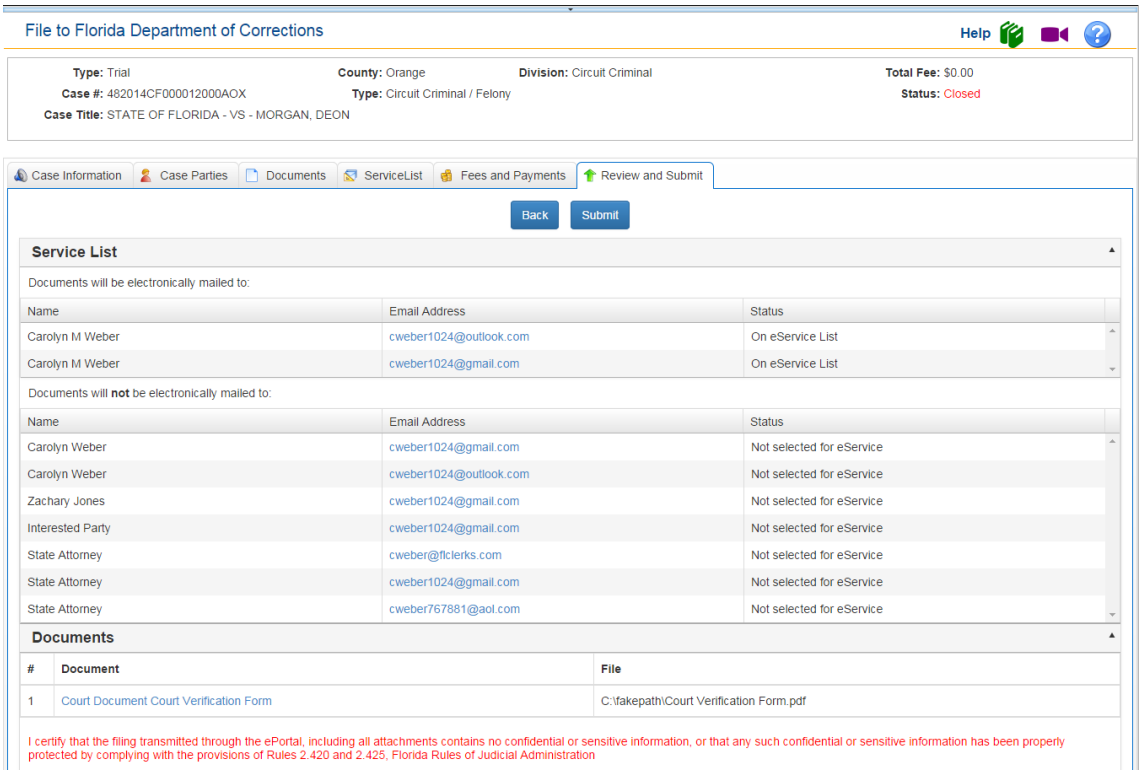
Once you have selected your E-service Recipients, if any, click on **Next** to move on to the **Fees and Payments** tab.

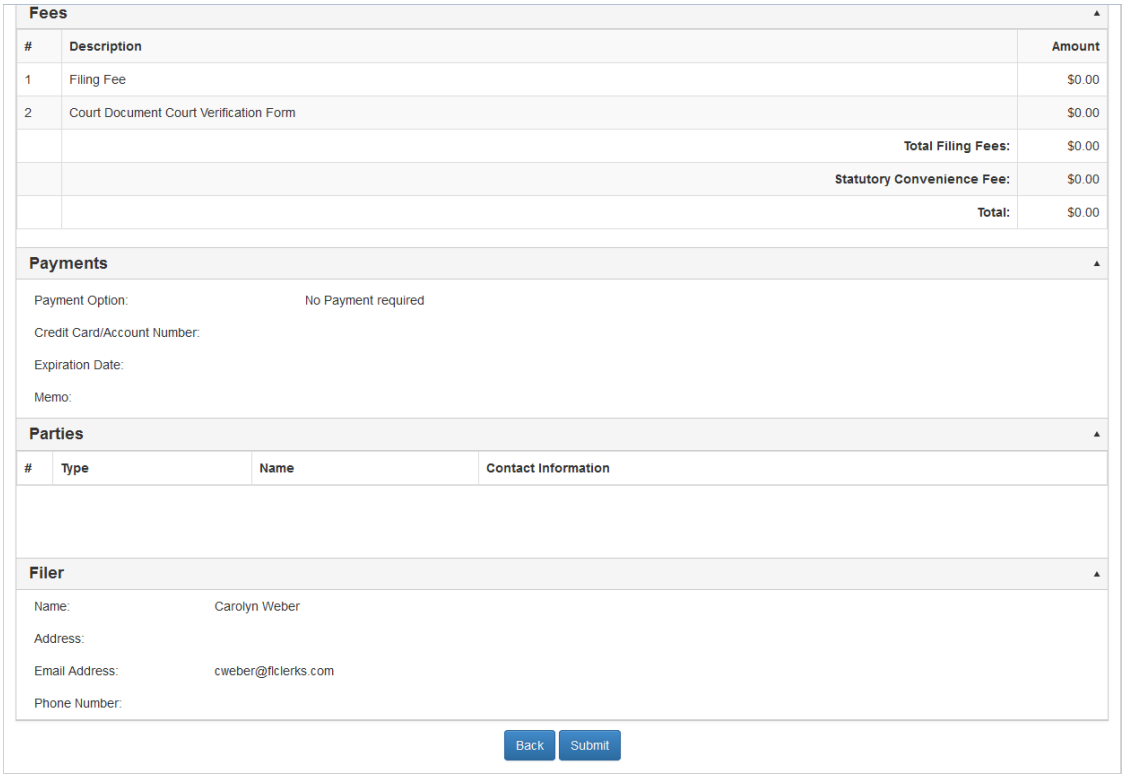
Fees and Payments Tab

Since there are no fees to file electronically, click on **Next** or use the Menu Bar to go to the **Review and Submit** page.

Review and Submit Tab

Your last check to verify that your submission is complete and accurate. When you are ready to send the documents to the Department of Corrections, click on **Submit**.





Fees

#	Description	Amount
1	Filing Fee	$0.00
2	Court Document Court Verification Form	$0.00
	Total Filing Fees:	$0.00
	Statutory Convenience Fee:	$0.00
	Total:	$0.00

Payments

Payment Option: No Payment required
Credit Card/Account Number:
Expiration Date:
Memo:

Parties

#	Type	Name	Contact Information

Filer

Name: Carolyn Weber
Address:
Email Address: cweber@flclerks.com
Phone Number:

Back Submit

Upon submission, you will be taken to the **Filing Received Confirmation** page.

Filing Received Confirmation — Help

1 document is successfully submitted for filing to Department of Corrections
Uniform Case # you have provided is 482014CF000055000BOX
Court Case # you have provided is 2014-CF-000055-A-O
Reference # for this filing is 197404

Important: If you should contact the court about any document in this filing, please provide this Filing # to help us locate this filing.

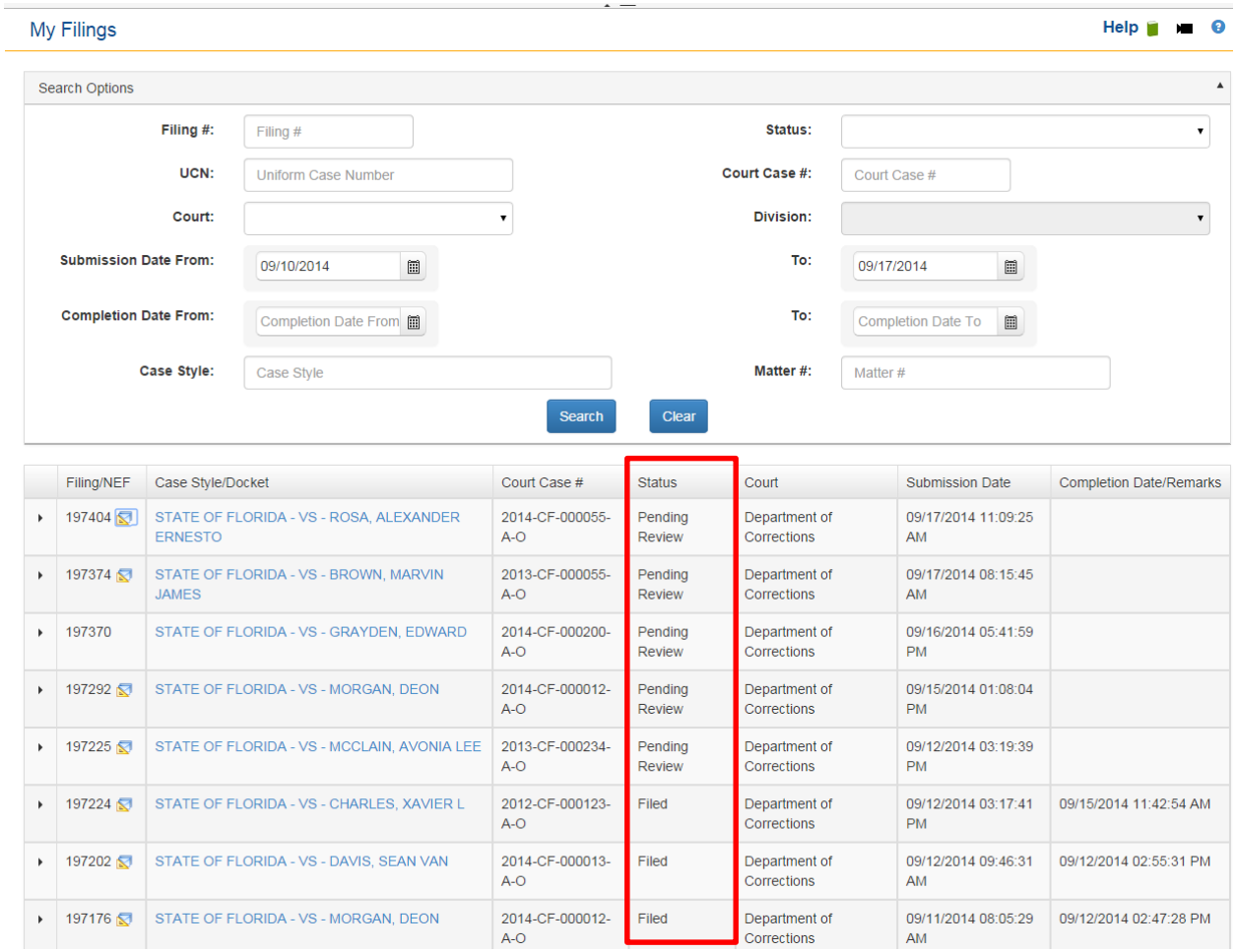
You may want to print this page for your records. Print

Recent Filings — Refresh

Filing/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
197404	STATE OF FLORIDA - VS - ROSA, ALEXANDER ERNESTO	2014-CF-000055-A-O	Pending Review	Department of Corrections	09/17/2014 11:09:25 AM	
197374	STATE OF FLORIDA - VS - BROWN, MARVIN JAMES	2013-CF-000055-A-O	Pending Review	Department of Corrections	09/17/2014 08:15:45 AM	

1 - 2 of 2 items

To see the status of your submissions to the Department of Corrections, go to your **My Filings** page.



Filing/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
197404	STATE OF FLORIDA - VS - ROSA, ALEXANDER ERNESTO	2014-CF-000055-A-O	Pending Review	Department of Corrections	09/17/2014 11:09:25 AM	
197374	STATE OF FLORIDA - VS - BROWN, MARVIN JAMES	2013-CF-000055-A-O	Pending Review	Department of Corrections	09/17/2014 08:15:45 AM	
197370	STATE OF FLORIDA - VS - GRAYDEN, EDWARD	2014-CF-000200-A-O	Pending Review	Department of Corrections	09/16/2014 05:41:59 PM	
197292	STATE OF FLORIDA - VS - MORGAN, DEON	2014-CF-000012-A-O	Pending Review	Department of Corrections	09/15/2014 01:08:04 PM	
197225	STATE OF FLORIDA - VS - MCCLAIN, AVONIA LEE	2013-CF-000234-A-O	Pending Review	Department of Corrections	09/12/2014 03:19:39 PM	
197224	STATE OF FLORIDA - VS - CHARLES, XAVIER L	2012-CF-000123-A-O	Filed	Department of Corrections	09/12/2014 03:17:41 PM	09/15/2014 11:42:54 AM
197202	STATE OF FLORIDA - VS - DAVIS, SEAN VAN	2014-CF-000013-A-O	Filed	Department of Corrections	09/12/2014 09:46:31 AM	09/12/2014 02:55:31 PM
197176	STATE OF FLORIDA - VS - MORGAN, DEON	2014-CF-000012-A-O	Filed	Department of Corrections	09/11/2014 08:05:29 AM	09/12/2014 02:47:28 PM

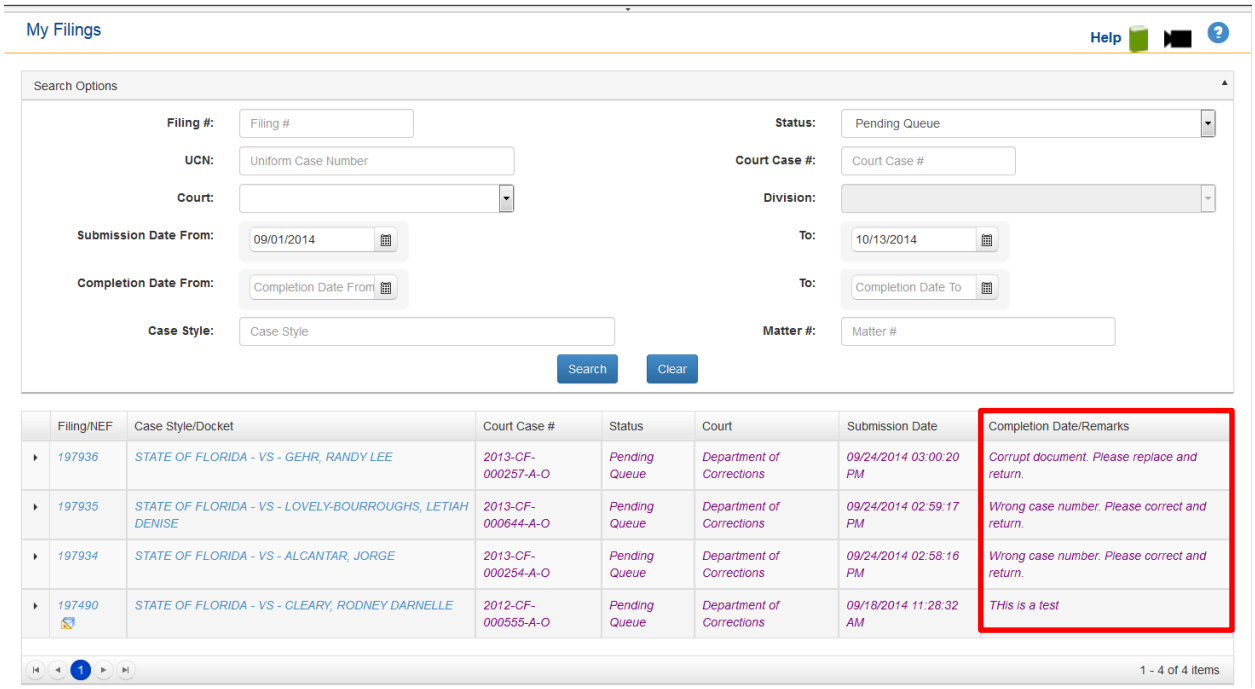
Documents Sent to the Pending Queue

The Department of Corrections has the ability to send documents back to the Pending Queue. The Clerk filer will be able to correct the deficiency and resubmit the document from the Pending Queue. Some of the reasons the Department Of Corrections will return documents to the Pending Queue are:

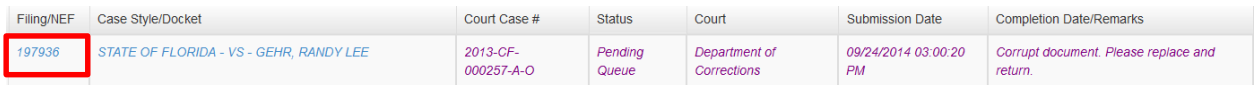
- Corrupt or Illegible Document
- Filed to Wrong Case Number
- Additional Documents Requested

The County Portal Administrator will also have access to all submissions sent to the Pending Queue from the Organizational Filings page.

From the My Filings page of the Clerk filer account, the documents returned to the Pending Queue will appear with the deficiency noted in the Completion Date/Remarks column as shown below.

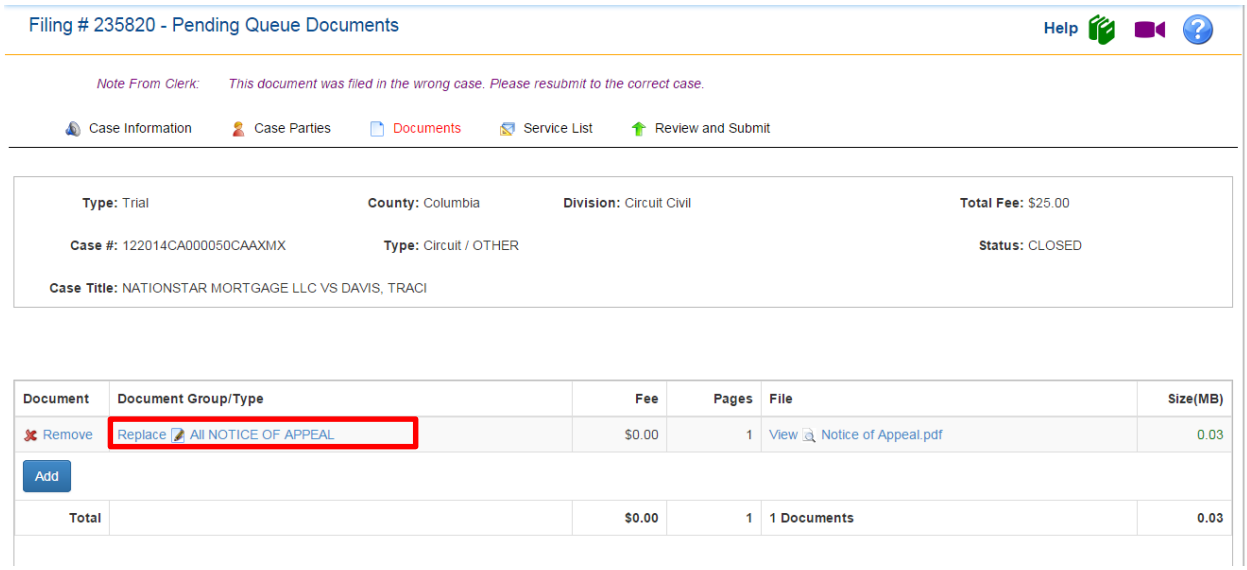


The Clerk filer will then access the Pending Queue by selecting the Filing/NEF link.



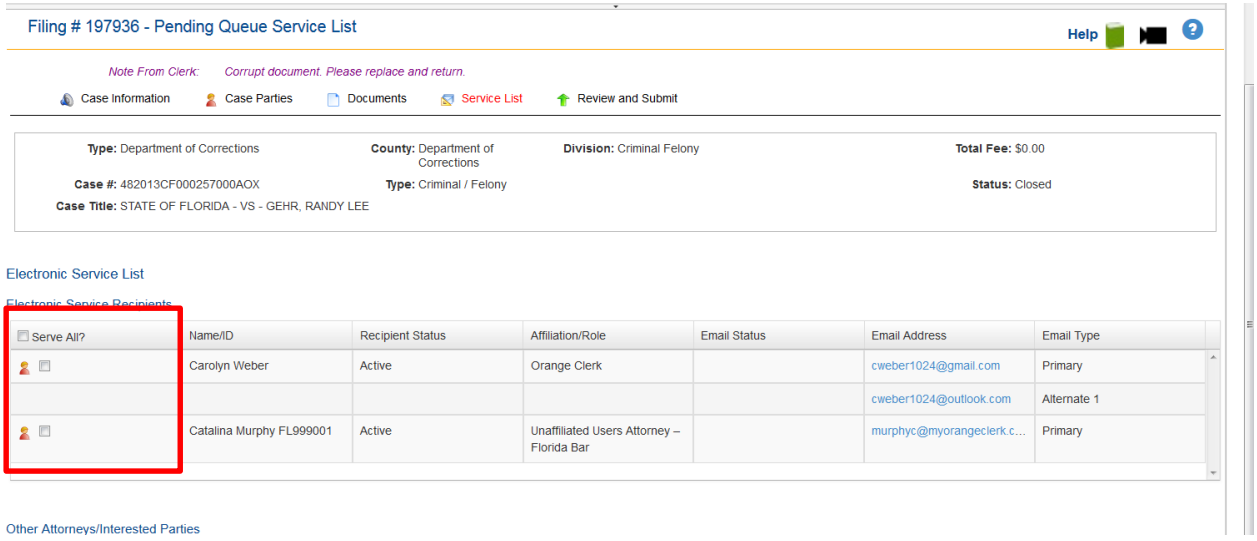
Filing/NEF	Case Style/Docket	Court Case #	Status	Court	Submission Date	Completion Date/Remarks
197936	STATE OF FLORIDA - VS - GEHR, RANDY LEE	2013-CF-000257-A-O	Pending Queue	Department of Corrections	09/24/2014 03:00:20 PM	Corrupt document. Please replace and return.

That will take the Clerk filer into the Pending Queue and allow them to correct the deficiency. In the case noted above, the Clerk would rescan the document and replace in the documents tab.

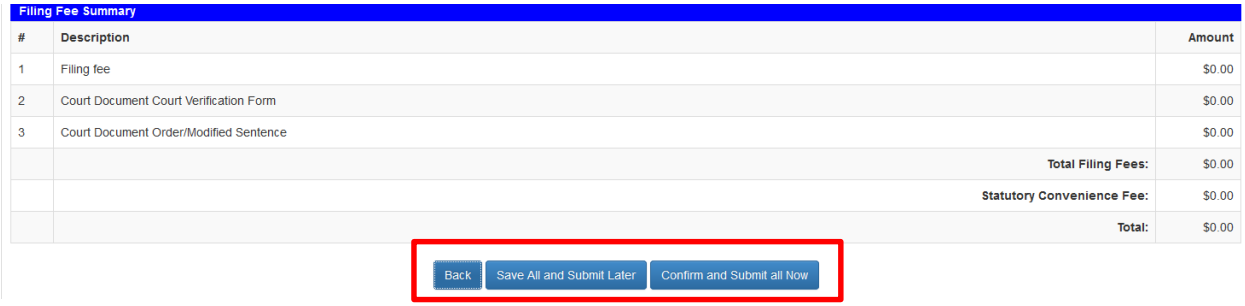


When the document is ready to be submitted, click on Replace to add the newly scanned document for submissions. Then make the confidentiality designation and click on Next.

If required, select the E-service Recipients from the E-service List.



Click on **Next** and **Submit** the replacement document by selecting '**Confirm and Submit All Now**' or you may Save the submission to send it off at a later date.

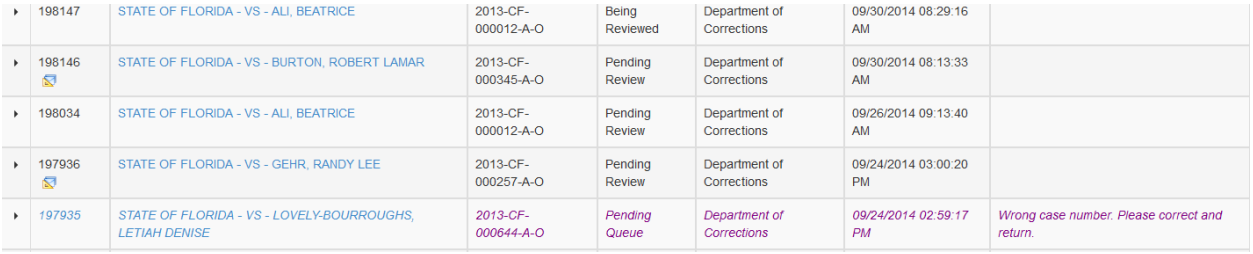


Filing Fee Summary

#	Description	Amount
1	Filing fee	$0.00
2	Court Document Court Verification Form	$0.00
3	Court Document Order/Modified Sentence	$0.00
	Total Filing Fees:	$0.00
	Statutory Convenience Fee:	$0.00
	Total:	$0.00

Back | Save All and Submit Later | Confirm and Submit all Now

If you **Submit all Now** it will be sent to the Department Of Corrections. If you **Save and Submit Later** it will go back to the Pending Queue. The status will then appear on your **My Filings** page.



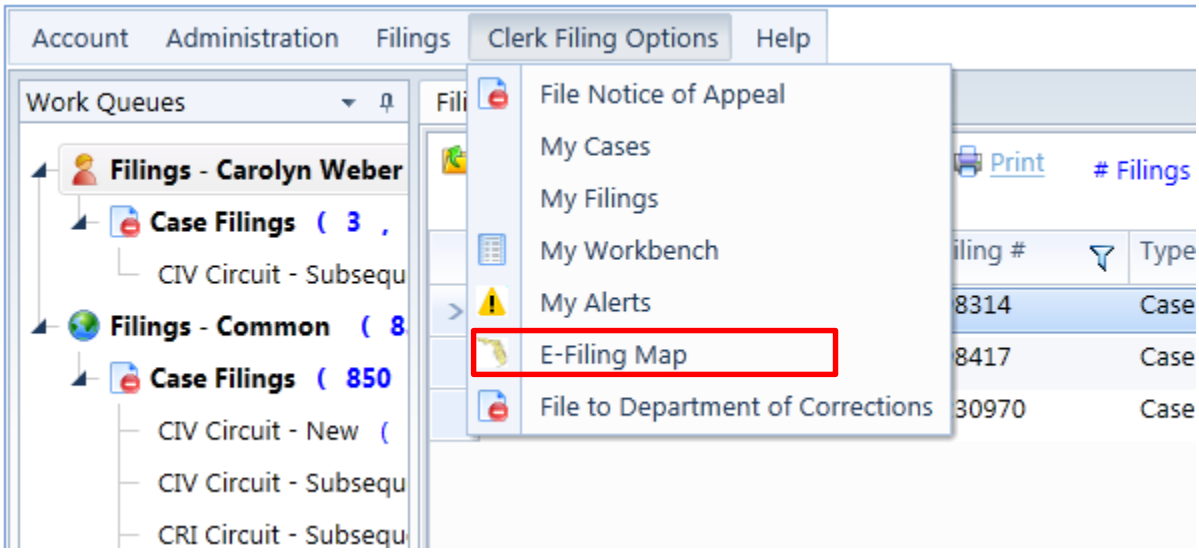
▸	198147	STATE OF FLORIDA - VS - ALI, BEATRICE	2013-CF-000012-A-O	Being Reviewed	Department of Corrections	09/30/2014 08:29:16 AM	
▸	198146	STATE OF FLORIDA - VS - BURTON, ROBERT LAMAR	2013-CF-000345-A-O	Pending Review	Department of Corrections	09/30/2014 08:13:33 AM	
▸	198034	STATE OF FLORIDA - VS - ALI, BEATRICE	2013-CF-000012-A-O	Pending Review	Department of Corrections	09/26/2014 09:13:40 AM	
▸	197936	STATE OF FLORIDA - VS - GEHR, RANDY LEE	2013-CF-000257-A-O	Pending Review	Department of Corrections	09/24/2014 03:00:20 PM	
▸	*197935*	*STATE OF FLORIDA - VS - LOVELY-BOURROUGHS, LETIAH DENISE*	*2013-CF-000644-A-O*	*Pending Queue*	*Department of Corrections*	*09/24/2014 02:59:17 PM*	*Wrong case number. Please correct and return.*

All documents submitted to the DOC will have the official file stamp date and time in the upper left hand corner of the document that memorializes the date and time the document was sent to the DOC.

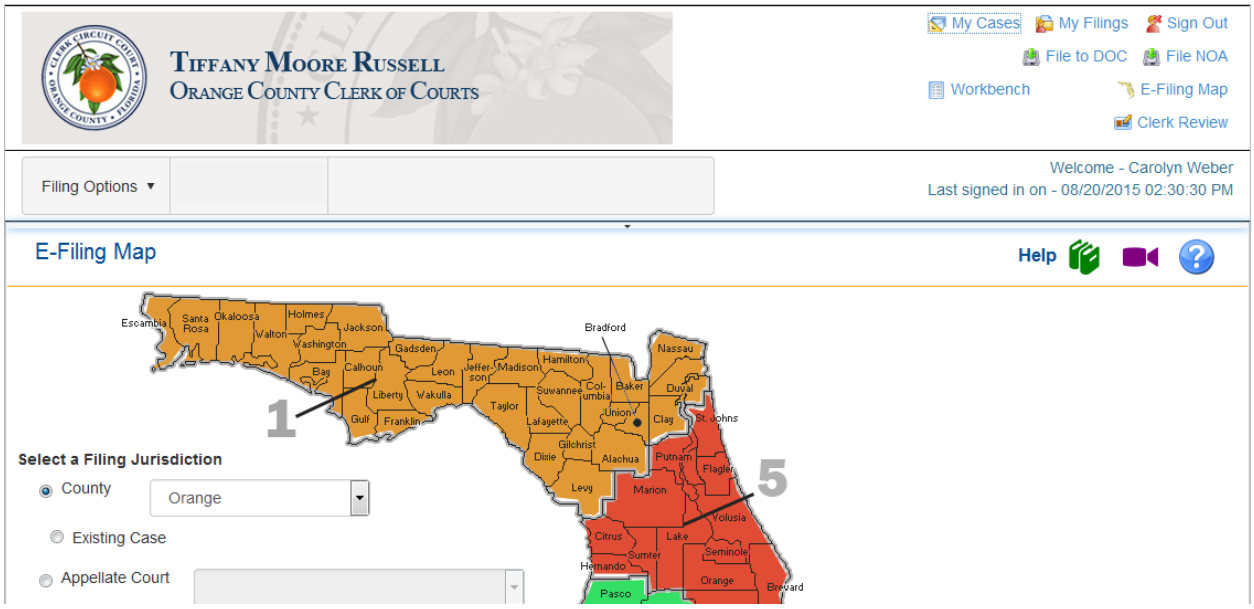
File to an Existing Case

E-Filing Map

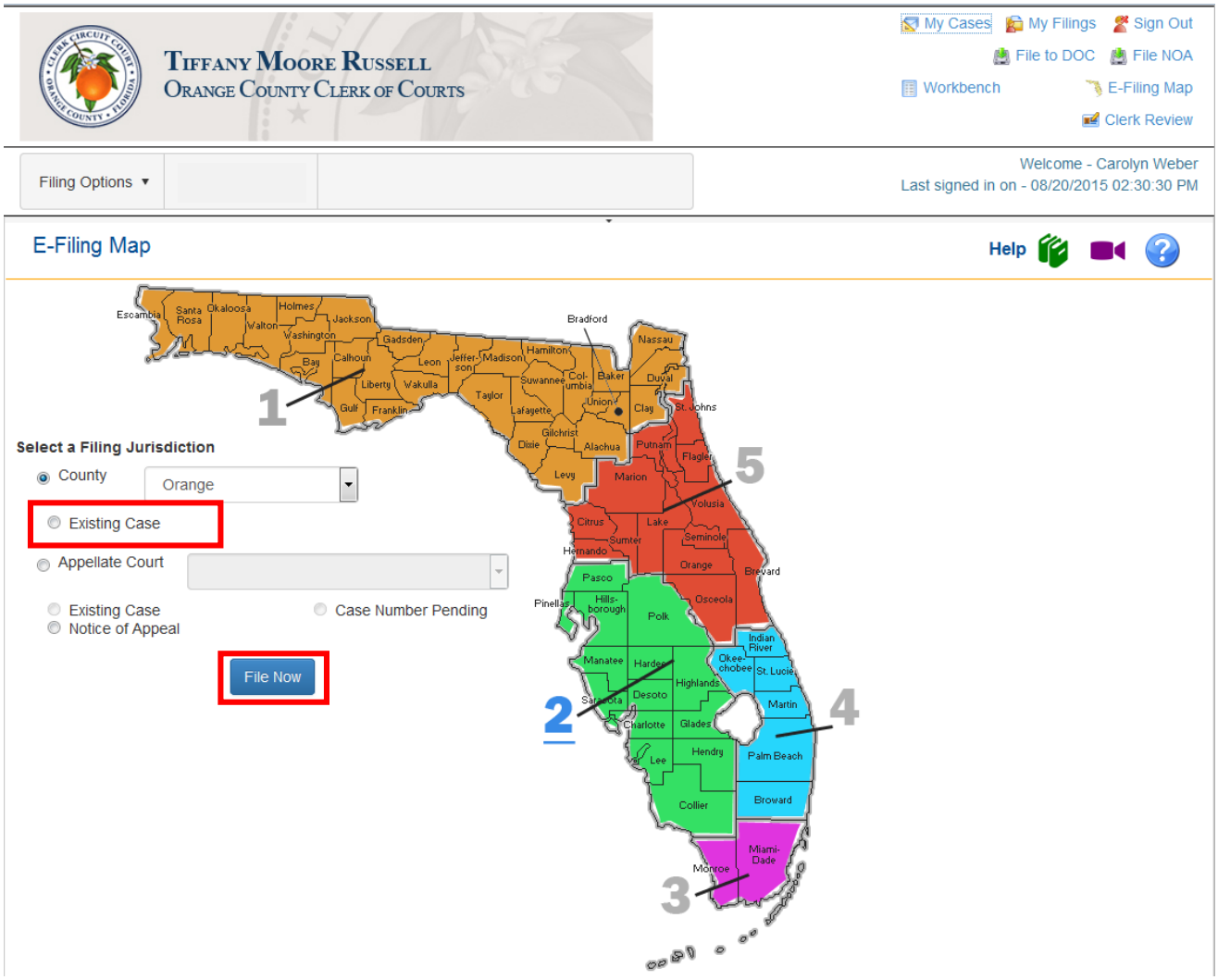
When you log in to the Portal as a Clerk, you will open at the Clerk Review side of the Portal. To file electronically to a case, select the **E-Filing Map** from the Clerk Filing Options dropdown or from the Quick Links on the right hand side of the Menu Bar.



Either selection will take you to the **E-Filing Map**. Your county banner will be displayed at the top of the page and your county will appear in the dropdown on the **E-Filing Map**.



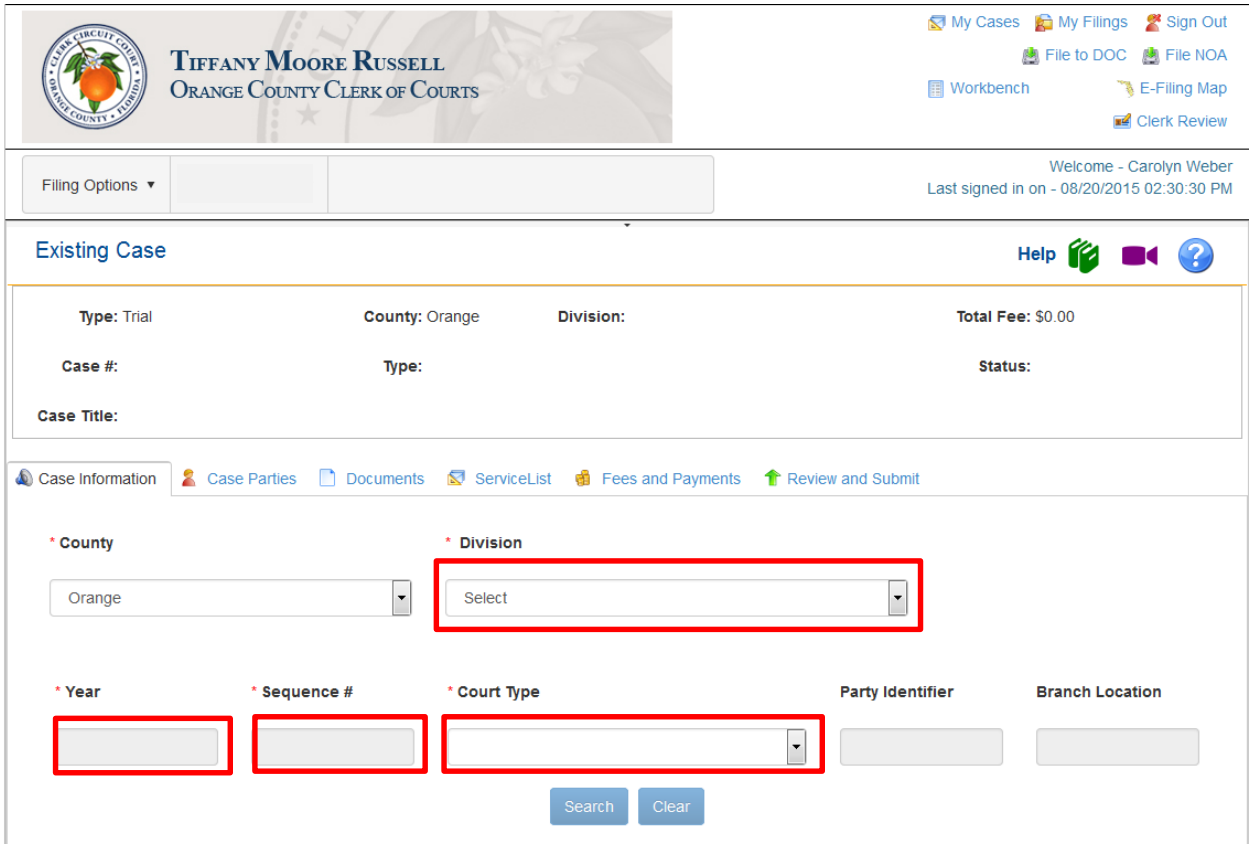
Select Existing Case and then click on File Now.


Tiffany Moore Russell
Orange County Clerk of Courts
My Cases
My Filings
Sign Out
File to DOC
File NOA
Workbench
E-Filing Map
Clerk Review
Filing Options
Welcome - Carolyn Weber
Last signed in on - 08/20/2015 02:30:30 PM
E-Filing Map
Help
Select a Filing Jurisdiction
County
Orange
Existing Case
Appellate Court
Existing Case
Notice of Appeal
Case Number Pending
File Now
1
2
3
4
5

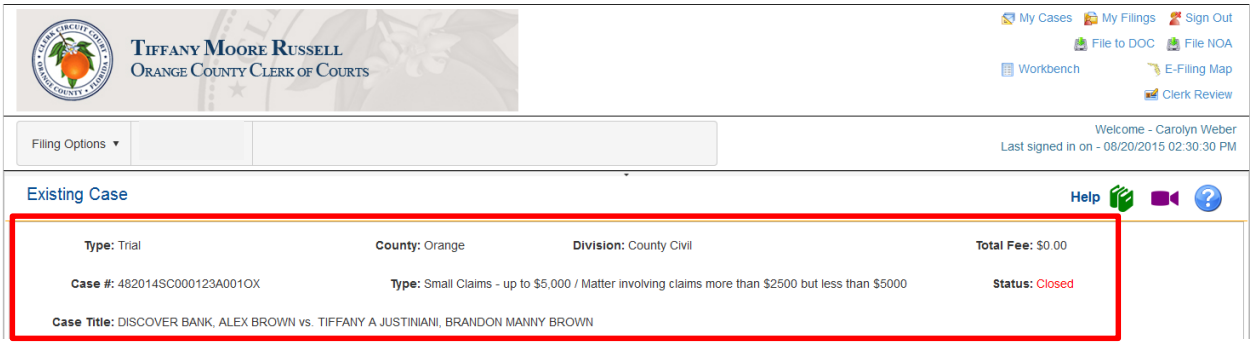
Case Information

Select the Division, type in the Year and Sequence Number and then select the Court Type [if necessary]. Then click on Search to bring up the case you wish to file to.

That will pull the case information from the county's Case Maintenance System.

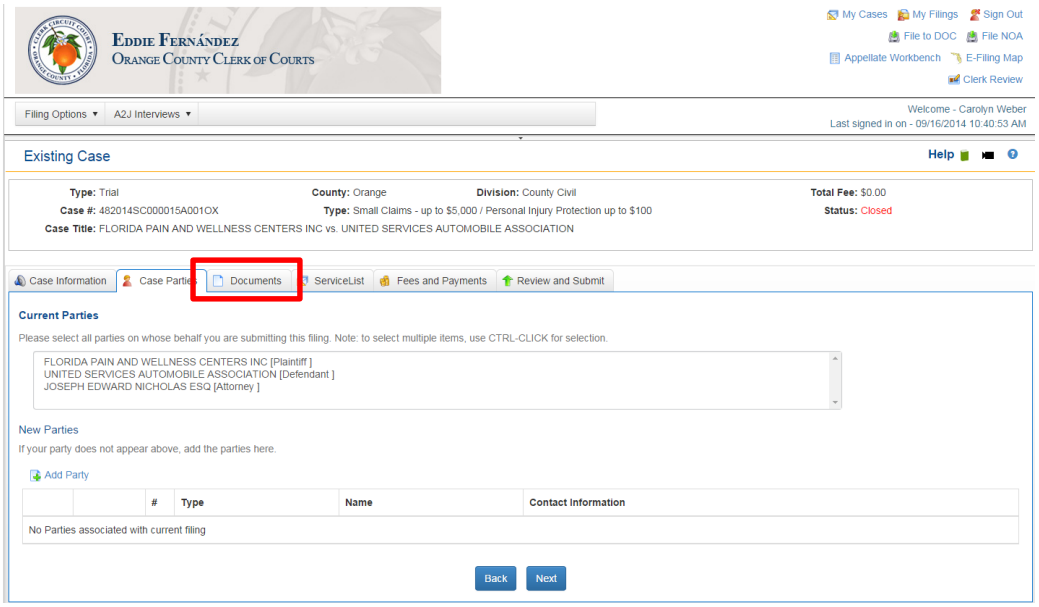


Verify the case is the correct case by checking the case information page. If it is correct, click on Next to Continue.



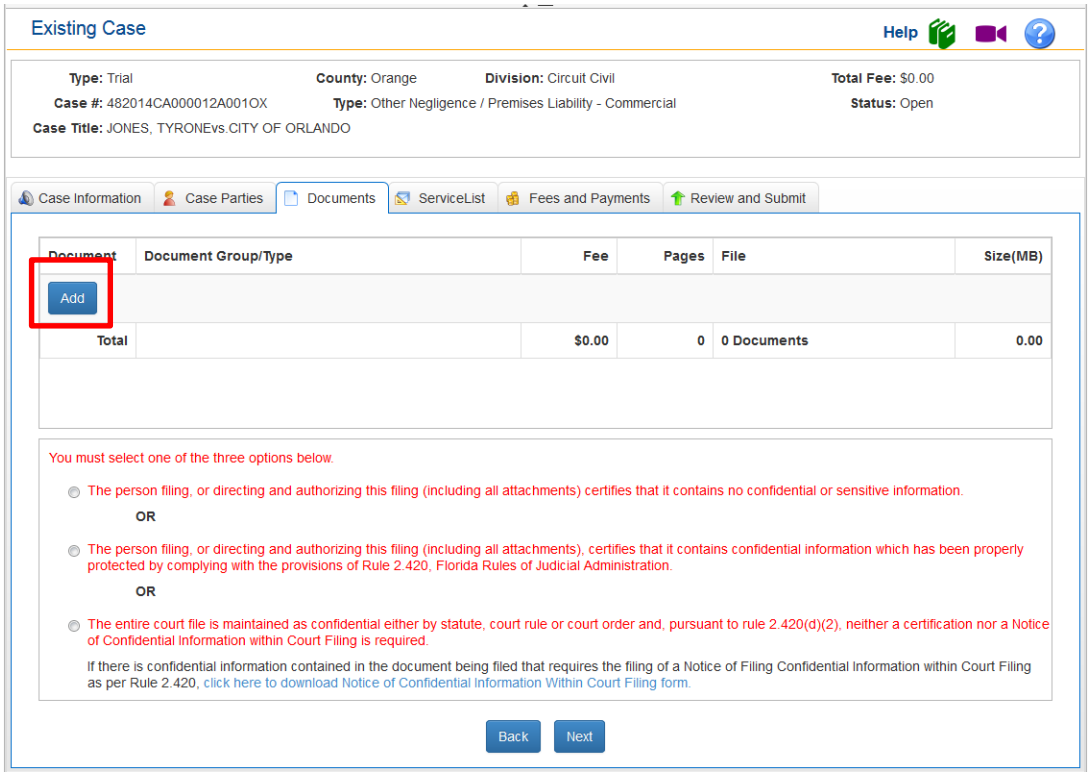
Case Parties

That will take you to the Case Parties screen. You do not need to select a Party you are filing on behalf of so go through that screen by selecting **Next** or select the Documents tab in the Menu Bar.

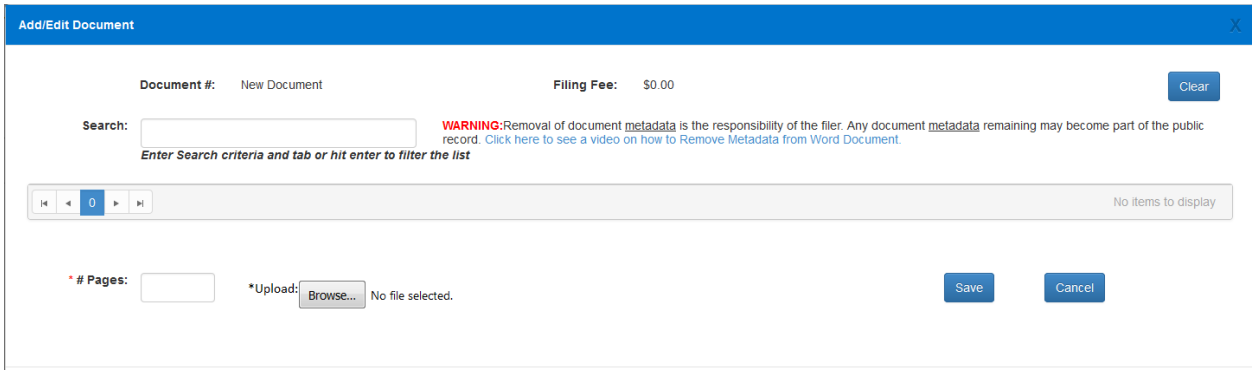

Eddie Fernández
Orange County Clerk of Courts
My Cases
My Filings
Sign Out
File to DOC
File NOA
Appellate Workbench
E-Filing Map
Clerk Review
Filing Options
A2J Interviews
Welcome - Carolyn Weber
Last signed in on - 09/16/2014 10:40:53 AM
Existing Case
Help
Type: Trial
County: Orange
Division: County Civil
Total Fee: $0.00
Case #: 482014SC000015A001OX
Type: Small Claims - up to $5,000 / Personal Injury Protection up to $100
Status: Closed
Case Title: FLORIDA PAIN AND WELLNESS CENTERS INC vs. UNITED SERVICES AUTOMOBILE ASSOCIATION
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Current Parties
Please select all parties on whose behalf you are submitting this filing. Note: to select multiple items, use CTRL-CLICK for selection.
FLORIDA PAIN AND WELLNESS CENTERS INC [Plaintiff]
UNITED SERVICES AUTOMOBILE ASSOCIATION [Defendant]
JOSEPH EDWARD NICHOLAS ESQ [Attorney]
New Parties
If your party does not appear above, add the parties here.
Add Party
Type Name Contact Information
No Parties associated with current filing
Back
Next

Documents

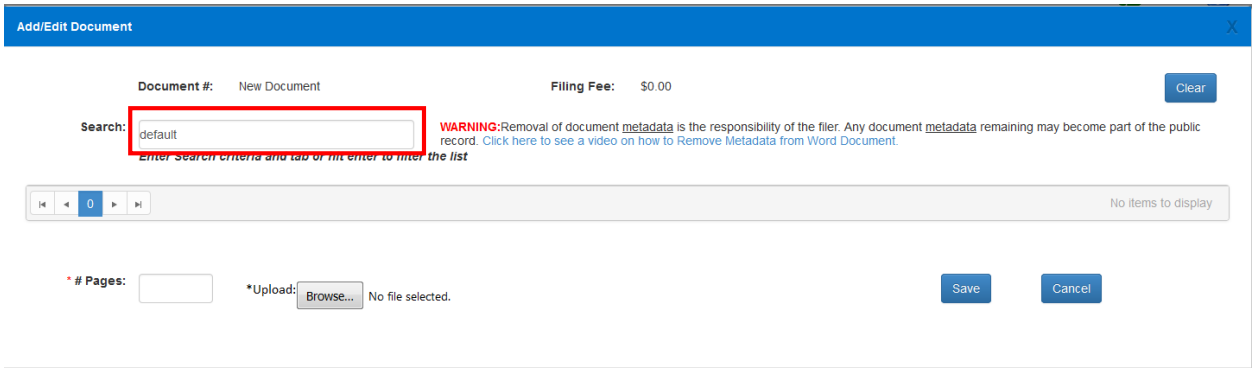
Select the **Add** link.


Existing Case
Help
Type: Trial
County: Orange
Division: Circuit Civil
Total Fee: $0.00
Case #: 482014CA000012A001OX
Type: Other Negligence / Premises Liability - Commercial
Status: Open
Case Title: JONES, TYRONEvs.CITY OF ORLANDO
Case Information
Case Parties
Documents
ServiceList
Fees and Payments
Review and Submit
Document
Document Group/Type
Fee
Pages
File
Size(MB)
Add
Total
$0.00
0
0 Documents
0.00
You must select one of the three options below.
The person filing, or directing and authorizing this filing (including all attachments) certifies that it contains no confidential or sensitive information.
OR
The person filing, or directing and authorizing this filing (including all attachments), certifies that it contains confidential information which has been properly protected by complying with the provisions of Rule 2.420, Florida Rules of Judicial Administration.
OR
The entire court file is maintained as confidential either by statute, court rule or court order and, pursuant to rule 2.420(d)(2), neither a certification nor a Notice of Confidential Information within Court Filing is required.
If there is confidential information contained in the document being filed that requires the filing of a Notice of Filing Confidential Information within Court Filing as per Rule 2.420, click here to download Notice of Confidential Information Within Court Filing form.
Back
Next

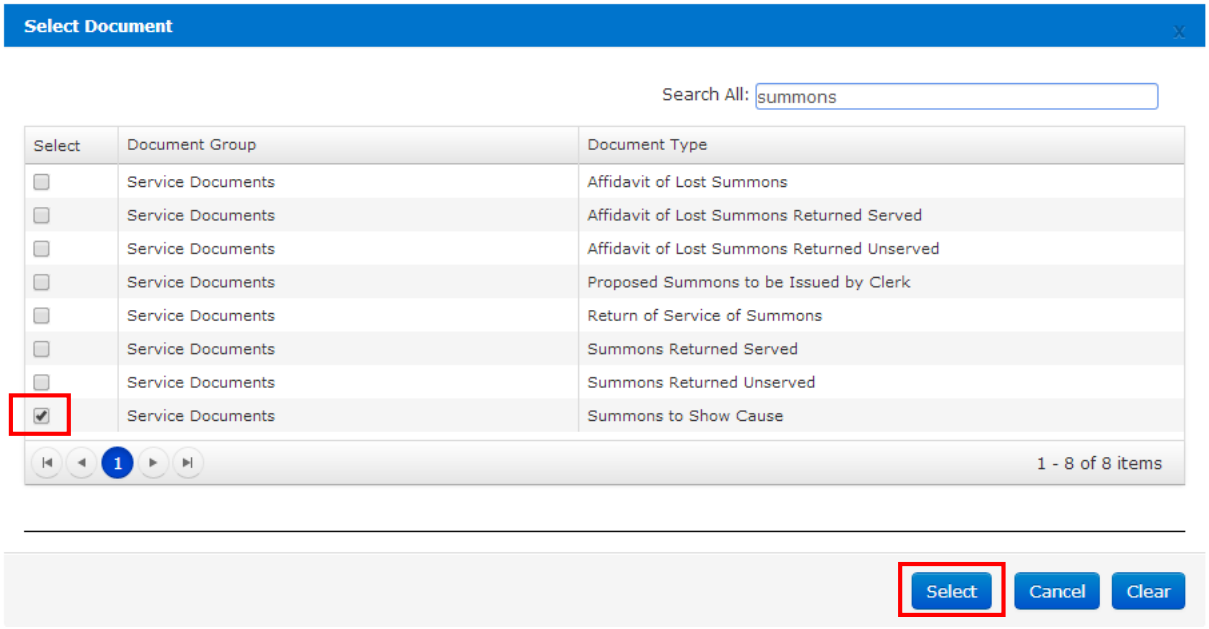
Search for the document you wish to file by typing in the name of the document you are going to file.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search:
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
0
No items to display
* # Pages:
*Upload:
Browse...
No file selected.
Save
Cancel

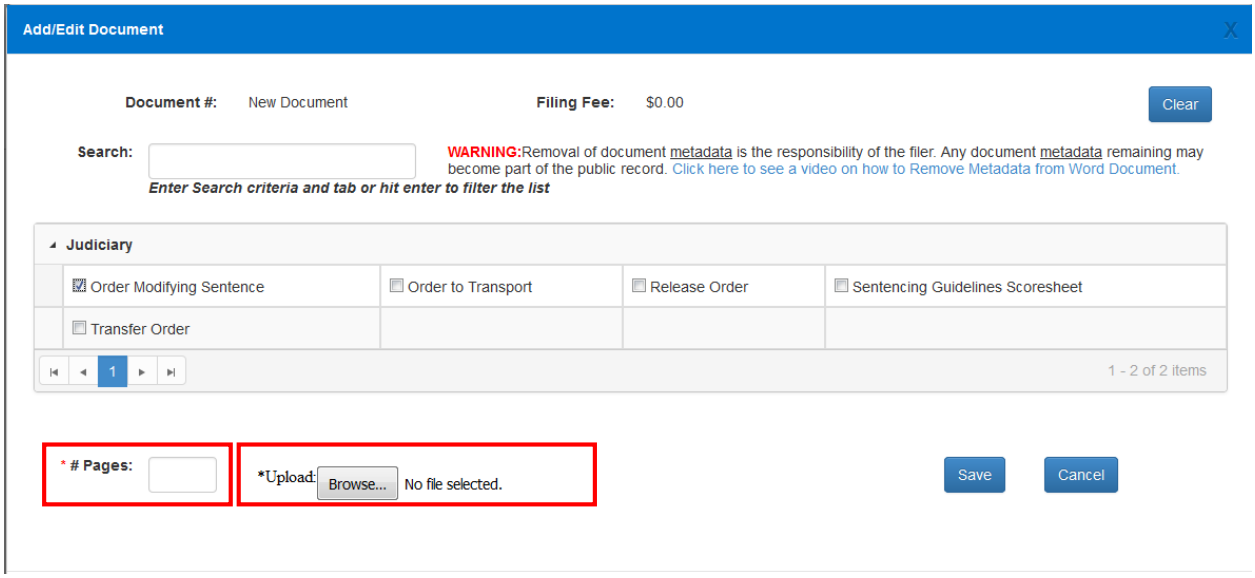
Type in part of the name of the document you wish to file and then tab or enter.


Add/Edit Document
Document #: New Document
Filing Fee: $0.00
Clear
Search:
default
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
0
No items to display
* # Pages:
*Upload:
Browse...
No file selected.
Save
Cancel

This will bring up a list of documents that contain that word. Select from the list the document you wish to file and then click on Select.



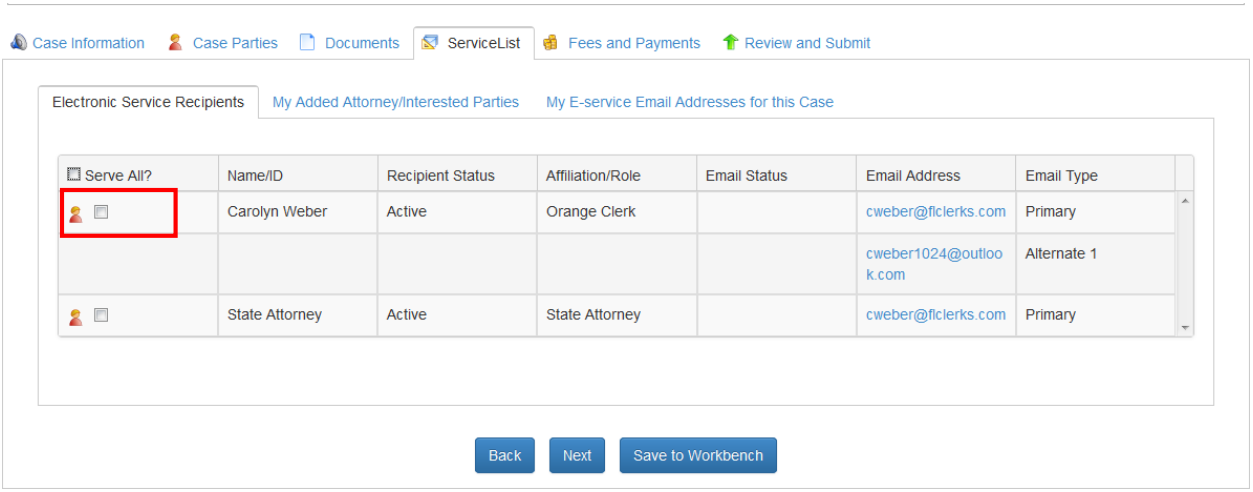
Then complete the filing by typing in the number of pages in the document and then upload the document and attach it to the submission.


Add/Edit Document
Document #:
New Document
Filing Fee:
$0.00
Clear
Search:
WARNING:Removal of document metadata is the responsibility of the filer. Any document metadata remaining may become part of the public record. Click here to see a video on how to Remove Metadata from Word Document.
Enter Search criteria and tab or hit enter to filter the list
Judiciary
Order Modifying Sentence
Order to Transport
Release Order
Sentencing Guidelines Scoresheet
Transfer Order
1 - 2 of 2 items
* # Pages:
*Upload:
Browse...
No file selected.
Save
Cancel

Then make the confidentiality designation, and move on to the E-service List.

E-Service List

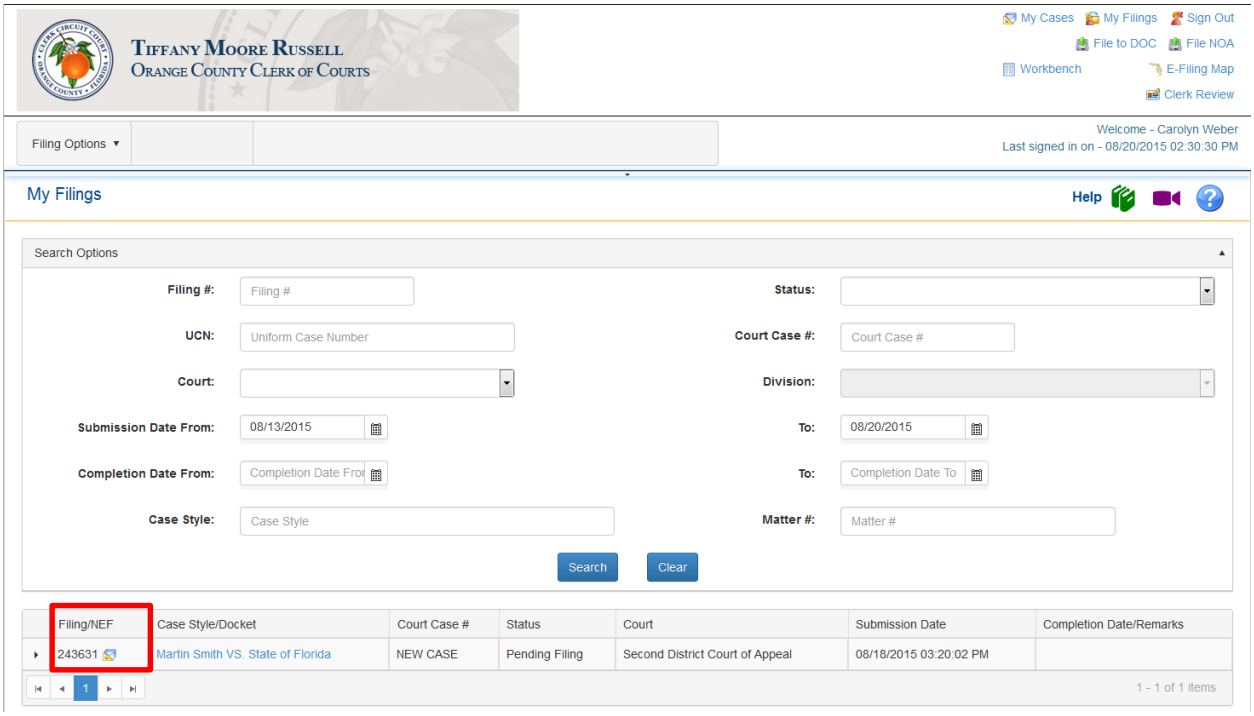
You will be added to the **E-service List** for this case but may deselect your name from service if you choose to do so.



After you make the **E-service List** selection, submit your filing by clicking on **Next** or the **Fees and Payments** page and on the **Review and Submit** page.

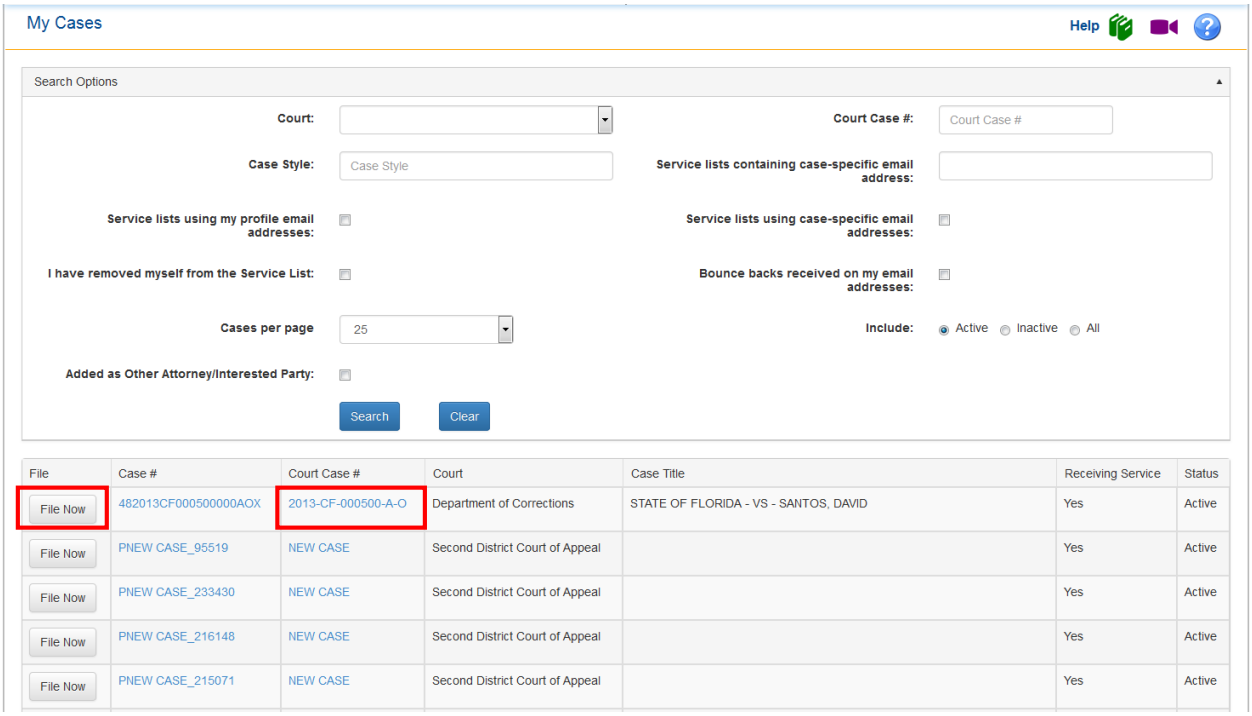
My Filing

This submission will now appear on your **My Filings** page where you also have access to the Notification of Electronic Filing [NEF] that went out for provide service of the document you filed.



My Cases

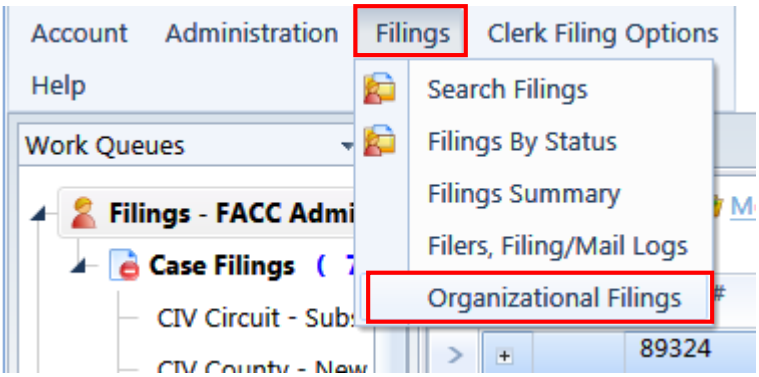
This case will also be added to your **My Cases** list. This will allow you to file subsequent documents to this case by going to the **My Cases** page and selecting '**File Now**' next to the case you wish to file to. If you wish to remove yourself from the E-service List for this case permanently, go to the My Cases page, and click on the Court Case No.



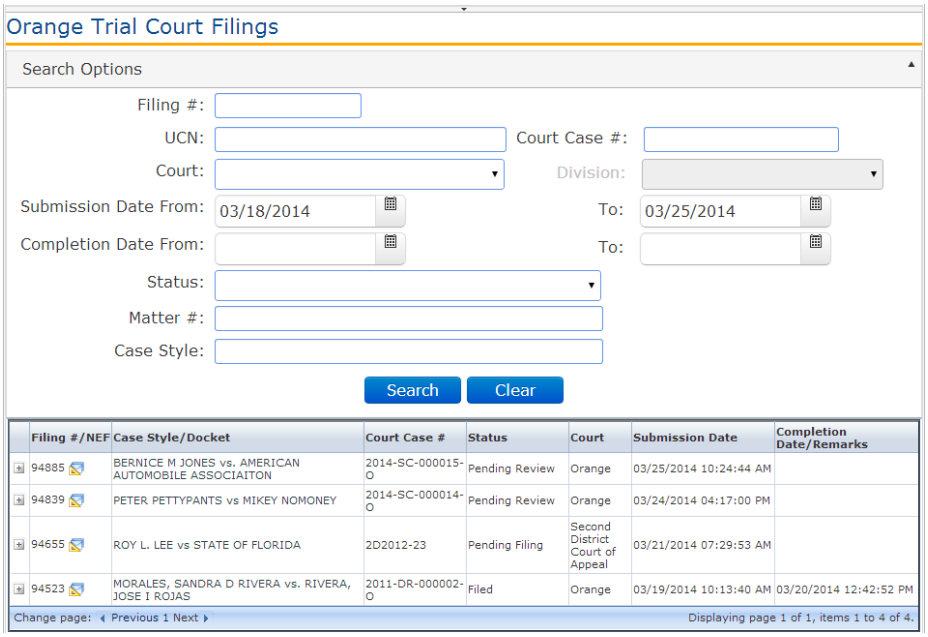
Filings Tab

Organizational Filings

On the Clerk Review side, under the **Filings** menu you will also have access to the **Organizational Filings** if you are an Administrator. This will show you all the filings made by Clerks that are Clerk Filers in your County.



When selected, it will show you the filings by everyone in your County within the seven day default timeframe.


Orange Trial Court Filings
Search Options
Filing #:
UCN:
Court Case #:
Court:
Division:
Submission Date From: 03/18/2014
To: 03/25/2014
Completion Date From:
To:
Status:
Matter #:
Case Style:
Search
Clear
Filing #/NEF
Case Style/Docket
Court Case #
Status
Court
Submission Date
Completion Date/Remarks
94885 BERNICE M JONES vs. AMERICAN AUTOMOBILE ASSOCIAITON 2014-SC-000015-O Pending Review Orange 03/25/2014 10:24:44 AM
94839 PETER PETTYPANTS vs MIKEY NOMONEY 2014-SC-000014-O Pending Review Orange 03/24/2014 04:17:00 PM
94655 ROY L. LEE vs STATE OF FLORIDA 2D2012-23 Pending Filing Second District Court of Appeal 03/21/2014 07:29:53 AM
94523 MORALES, SANDRA D RIVERA vs. RIVERA, JOSE I ROJAS 2011-DR-000002-O Filed Orange 03/19/2014 10:13:40 AM 03/20/2014 12:42:52 PM
Change page: Previous 1 Next
Displaying page 1 of 1, items 1 to 4 of 4.

Clerk Review

To get back to the **Clerk Review** side of the Portal you can select '**Clerk Review**' from the **Filing Options** tab on the Menu bar

Or you the Quick Links in the upper right hand corner of the page.